



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, June 4, 2019

7:00 P.M.

*Hoyer Hall, Clayton Community Library
6125 Clayton Road, Clayton, CA 94517*

Mayor: Tuija Catalano
Vice Mayor: Julie K. Pierce

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 in City Hall located at 6000 Heritage Trail and on the City's Website at least 72 hours prior to the Council meeting.
- 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.ci.clayton.ca.us
- 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 will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- 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) 673-7304.

*** CITY COUNCIL ***

June 4, 2019

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

2. **PLEDGE OF ALLEGIANCE** – led by Mayor Catalano.

3. **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 May 21, 2019. –

[\(View Here\)](#)

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

(c) Adopt a Resolution approving three (3) contracts for the purchase and outfitting of a new 2020 Ford Police Interceptor in the total amount of \$60,492.33, and declaring a 2009 Ford Crown Victoria vehicle (Unit 1732) as property surplus to the City’s needs and authorizing its disposal by the City Manager at public auction. [\(View Here\)](#)

(d) Approve the award of contract to Waraner Brothers Tree Service in the low-bid amount of \$225.00 per hour to augment City tree trimming services in the Citywide Landscape Maintenance District, The Grove Park, and various City parks. [\(View Here\)](#)

4. **RECOGNITIONS AND PRESENTATIONS**

(a) Presentation of inaugural recognitions to an Outstanding Teacher, Mentor and/or Coach nominated and selected for “Making a Difference” in the city of Clayton.

[\(View Here\)](#)

5. **REPORTS**

(a) Planning Commission – Commissioner Frank Gavidia.

(b) Trails and Landscaping Committee – No meeting held.

(c) City Manager/Staff

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

(e) Other

6. **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 facilitate the recordation of comments, it is requested each speaker complete a speaker card available on the Lobby table and submit it in advance to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called or you are recognized by the Mayor as wishing to speak, the speaker should approach the public podium and adhere to the time limit. 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.

7. **PUBLIC HEARINGS**

- (a) Public Hearing to consider the adoption of a Resolution approving the proposed City of Clayton Budget for Fiscal Year 2019-20, a 5-Year Capital Improvement Program Budget (CIP) for Fiscal Years 2019-2024, and the City Employee Salary Schedule for FY 2019-20. ([View Here](#))
(Finance Manager)

Staff recommendations: **1)** Receive the staff report and presentation; **2)** Open the Public Hearing and receive public comments; **3)** Close the Public Hearing; **4)** Provide any final Budget modifications; and **5)** Adopt the Resolution approving a City Budget for FY 2019-20, a 5-Year CIP Budget for FYs 2019-2024, and the City Employee Salary Schedule for FY 2019-20.

- (b) Public Hearing to consider the Introduction and First Reading of a proposed City-initiated Ordinance No. 488 extending the existing time extension waiver of certain on-site parking relief for specified land uses in Clayton Town Center area for an additional three years through June 30, 2022. ([View Here](#))
(Community Development Director)

Staff recommendations: **1)** Receive the staff report; **2)** Open the Public Hearing and receive public comments; **3)** Close the Public Hearing; **4)** Following Council discussion or any amendments to the proposed Ordinance, approve a motion to have the City Clerk read Ordinance No. 488 by title and number only and waive further reading; and **5)** Following the City Clerk's reading, adopt a motion approving the Introduction of Ordinance No. 488 with the finding the action does not constitute a project under CEQA.

8. **ACTION ITEMS**

- (a) Consider the award of a professional services contract to CPS HR Consulting in an amount not to exceed \$25,000.00 (\$18,000 consultant fee plus not-to-exceed \$7,000 for associated expenses) for the performance of executive recruitment services for selection by the City Council of the next Clayton city manager.
(Council Ad-Hoc Committee of Mayor Catalano and Vice Mayor Pierce)

[\(View Here\)](#)

Staff recommendation: Following the Council Ad-Hoc Committee's report and opportunity for public comment, that Council approve the award of a professional services contract to CPS HR Consulting in an amount not to exceed \$25,000.00 to conduct executive recruitment firm services to hire the next Clayton city manager.

- (b) Consider a Resolution approving a 1-year Memorandum of Agreement (MOA) with the City of Clayton's Undesignated Miscellaneous Employees Unit encompassing a 4.25% adjustment to the salary ranges of this Unit's job classifications effective July 1, 2019 through June 30, 2020. [\(View Here\)](#)
(City Manager)

Staff recommendation: Following staff report and opportunity for public comment, that Council adopt the prepared Resolution.

- (c) Consider a Resolution approving a Second Amendment to the General Counsel Legal Services Agreement between the City of Clayton/Clayton Successor Agency and the law firm of Best Best & Krieger, LLP, for annual adjustments in legal counsel retainer, rates and services. [\(View Here\)](#)
(City Manager)

Staff recommendation: Following staff report and opportunity for public comment, that Council adopt the prepared Resolution.

- (d) City Council discussion of canceling any regularly scheduled Council meetings in July, August and/or September 2019 relative to quorum availability and summer travel plans. [\(View Here\)](#)
(City Manager)

Staff recommendation: That Council provide direction by motion regarding the cancellation of any regularly scheduled City Council meetings in July, August and/or September 2019.

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

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be June 18, 2019.

#

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 6-04-2019

Agenda Item: 3a

TUESDAY, May 21, 2019

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Catalano in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Catalano, Vice Mayor Pierce and Councilmembers Diaz, Wan and Wolfe. Councilmembers absent: None. Staff present: Assistant to the City Manager Laura Hoffmeister, City Attorney Mala Subramanian, Interim Community Development Director David Woltering, City Engineer Scott Alman, and City Clerk/HR Manager Janet Calderon.

2. **PLEDGE OF ALLEGIANCE** – led by Mayor Catalano.

3. **CONSENT CALENDAR**
Mayor Catalano noted there was a correction made to item 3(a).
It was moved by Vice Mayor Pierce, seconded by Councilmember Wolfe, to approve the Consent Calendar as submitted. (Passed 5-0 vote).
 - (a) Approved the minutes of the City Council's regular meeting of April 16, 2019 and May 7, 2019.
 - (b) Approved the Financial Demands and Obligations of the City.
 - (c) Adopted Resolution No. 16-2019 approving the City of Clayton's list of local transportation improvement projects for Fiscal Year 2019-20 using Road Maintenance and Rehabilitation Account – Local Streets and Road Funds (RMRA-LSR; SB 1), and rescission of prior Road Maintenance and Rehabilitation Account Resolution No. 12-2019.
 - (d) Adopted Resolution No. 17-2019 approving the Engineer's Report and declaring intent to levy and collect real property tax assessments in FY 2019-20 for Diablo Estates at Clayton Benefit Assessment District (BAD), and setting July 16, 2019 at or about 7:00 p.m. as the date and time for a noticed Public Hearing on the proposed fiscal year tax assessment levies.

4. **RECOGNITIONS AND PRESENTATIONS** – None.

5. **REPORTS**
 - (a) Planning Commission – Chairman Bassam Altwal indicated the Commission's agenda at its meeting of May 14, 2019, included consideration of a proposed Ordinance extending the Town Center Parking Wavier for three years. This item passed although Commissioners Peter Cloven and A.J. Chippero were absent.

(b) Trails and Landscaping Committee – No meeting held.

(c) City Manager/Staff

Assistant to the City Manager Laura Hoffmeister announced Finance Manager Kevin Mizuno has welcomed a new member to his family at 1:00 am this morning.

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

Councilmember Diaz attended the East Bay Regional Communication Authority meeting, he toured the Oakland Mormon Temple, attended the Concerts in The Grove featuring Boston Rocks, the Travis Credit Union Shred Day event, the Clayton Business and Community Association BBQ Committee meeting, and he announced the upcoming Concert in The Grove featuring Brickhouse.

Councilmember Wolfe attended the Clayton Business and Community Association Oktoberfest committee meeting, the Concert in The Grove featuring Boston Rocks, the Clayton Library Foundation meeting, and the Travis Credit Union e-waste and shred event.

Vice Mayor Pierce congratulated the Mizuno Family, she attended the Travis Credit Union Shred event, the Central County TRANSPAC meeting, the Joint Association of Bay Area Governments and Metropolitan Transportation Commission meeting, the Concerts in The Grove featuring Boston Rocks, the 4th of July Parade Committee meeting, she met along with Mayor Catalano the new owners of Oakhurst Country Club, the Contra Costa Transportation Authority Administrative Committee meeting, the East Bay Leadership Council meeting, the Association of Bay Area Governments Legislative Committee meeting, and she announced the upcoming Concerts in The Grove featuring Brickhouse. Vice Mayor Pierce provided the members of the City Council her talking points at the Association of Bay Area Governments meeting including the votes on various Assembly Bills.

[The City Council took a five (5) minute recess due to a recording issue]

Councilmember Wan indicated "No Report".

Mayor Catalano met with the new owners of Oakhurst Country Club, held Mayors' Office hours announcing upcoming hours of 3-4 this Friday at City Hall, as a sub-committee member for the recruitment of Clayton's next City Manager met with four executive search firms, attended ULI Housing Summit meeting, and a breakfast event with Senator Weiner.

(e) Other – None.

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Ann Stanaway, 1553 Haviland Place, expressed her concern regarding a un-agenized presentation at the last City Council meeting regarding parking violations presented by the City Manager.

Brian Buddell expressed his continued his concern with the use of Glyphosate in the city of Clayton. He advised the State of California is working on a proposal to ban the use of glyphosate suggesting the City of Clayton propose their own ban.

Mayor Catalano requested more clarification regarding the State of California's proposal to ban the use of glyphosate.

Mr. Buddell understands the proposal is regarding the sale and use of glyphosate, noting New York is the only state he knows of that has an outright ban as seen in advertisements.

7. PUBLIC HEARINGS

- (a) Conduct a noticed Public Hearing to consider the adoption of a Resolution approving and imposing annual sewer service charges and rate increases on real properties within the city of Clayton commencing Fiscal Year 2019-20 through Fiscal Year 2022-23 for the operation, treatment, maintenance and repair of the municipal sewerage system.

Director of Public Works, Justin Ezell, City of Concord presented the report.

Following questions by the Council, Mayor Catalano opened the item to public comments.

Denis Weil 1543 O'Hara Court, is concerned as the proposal does not allocate for the size of the home, as a smaller home does not use as much service as a larger home. He downsized to be able to remain in Clayton on his fixed income.

Joe Beaty 110 Crow Place, suggested a comparison of a fixed rate sewer charge versus a proportional use sewer charge by comparing each residence usage to their water statement.

Brian Buddell added without knowing the percentage of Clayton's waste going to Contra Costa Water District for treatment the proposed sewer rate is arbitrary. He also inquired on basis of the operating costs, if that includes salaries. He also feels the fixed rate is unfair to those that are using less.

Mayor Catalano closed public comment.

The City Council had additional questions of Mr. Ezell who explained the different tiers of usage including irrigation.

Joe Beaty provided a suggestion of installation of an additional meter specifically for irrigation.

Mayor Catalano closed public comment.

City Attorney Mala Subramanian clarified the rate structure is based on the agreement the city has with the city of Concord. She also clarified if the council decided to change the rate structure, they would still owe the difference to Concord, likely coming from General Fund Revenue.

It was moved by Vice Mayor Pierce, seconded by Councilmember Wan, to adopt Resolution No. 18-2019 approving and imposing annual sewer service charges on

real properties within the city of Clayton commencing Fiscal Year 2019-20 through Fiscal Year 2022-23. (Passed; 4-1; Diaz opposed).

8. **ACTION ITEMS**

- (a) Consider the Introduction/Presentation of the proposed City of Clayton Budget for Fiscal Year 2019-20 and the proposed Capital Improvement Program (CIP) 5-Year Budget, and set the date of Tuesday, June 4, 2019 for a Public Hearing to review and adopt the proposed City Budget.

Finance Manager Kevin Mizuno presented the report.

Following questions by the Council, Mayor Catalano opened the item to public comment; no comments were provided.

It was moved by Councilmember Diaz, seconded by Councilmember Wan, to set Tuesday, June 4, 2019 at 7:00 pm in Hoyer Hall as the date, time and location of a Public Hearing on the proposed FY 2019-20 City Budget. (Passed; 5-0 vote).

- (b) Consider the Second Reading and Adoption of City-initiated Ordinance No. 487 to amend the Clayton Municipal Code, Title 12 – Streets and Sidewalks to add Chapter 12.05, “Wireless Facilities in Public Right of Way.”

Interim Community Development Director David Woltering presented the report.

Following questions by the Council, Mayor Catalano opened the item to public comment.

Janice Hester 7 Mount Eden, inquired if the antennas would be installed on PG&E owned or City owned poles. She is concerned about PG&E owned poles and the approvals required for installation and the manner in which the transmitters will be installed.

Interim Community Development Director David Woltering advised the Ordinance addresses poles in the public right-of-way whether city or utility owned. The carriers would have to work with the owners of the poles complying with Design Guidelines.

Ann Stanaway suggested electronic copies submitted in searchable PDF format could be searched for any modifications, without the need of red-lined documents.

Mark Kelson added the FCC sets the radio frequency energy levels, other than determining the location of the antenna installation. The City really has no authority otherwise.

It was moved by Vice Mayor Pierce, seconded by Councilmember Wan, to have the City Clerk read Ordinance No 487 by title and number only and waive further reading. (Passed; 5-0 vote).

The City Clerk read Ordinance No. 487 by title and number only.

It was moved by Vice Mayor Pierce, seconded by Councilmember Wan, to adopt Ordinance No. 487 to amend the Clayton Municipal Code, Title 12 – Streets and Sidewalks, to add Chapter 12.05, “Wireless Facilities in the Public Rights-of Way”. (Passed; 5-0).

- (c) Consider the adoption of amendments to the City Council Guidelines and Procedures to add a new policy prohibiting City Council Members or Planning Commissioners use of or receipt of digital or electronic communication to/from the public related to items on the respective agenda during a City Council or Planning Commission meeting.

City Attorney Mala Subramanian presented the report.

Following questions by the Council, Mayor Catalano opened the item to public comment.

Brian Buddell feels this amendment is an infringement on Freedom of Speech Rights by restricting the public's right to contact the City Council members during a Council meeting.

Mayor Catalano closed public comment.

Ms. Subramanian clarified members of the public have the ability to contact the City Council in advance of the meeting, they can also speak to the Council during public comment on any item that is not agenzized along with any agenzized item providing many opportunities to provide comment.

It was moved by Vice Mayor Pierce, seconded by Councilmember Diaz, to amend its Council Guidelines and Procedures to incorporate new policy prohibiting the use of or receipt of digital or electronic communications to/from the public related to items on the respective agenda during a City Council or Planning Commission meeting. (Passed; 5-0).

9. COUNCIL ITEMS

Mayor Catalano requested more information regarding installation of EV Chargers in the downtown area as suggested by a citizen via email.

Vice Mayor Pierce advised staff to contact TRANSPAC TDM staff for possible funding sources.

Councilmember Wolfe requested staff to follow up on the State ban on glyphosate.

10. CLOSED SESSION – None.

11. ADJOURNMENT– on call by Mayor Catalano, the City Council adjourned its meeting at 9:37 p.m.

The next regularly scheduled meeting of the City Council will be June 4, 2019.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Tuija Catalano, Mayor

#



Agenda Date: 06/04/19

Agenda Item: 3b

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KEVIN MIZUNO, FINANCE MANAGER, CPA

DATE: 06/04/19

SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY

RECOMMENDATION:

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

<u>Report Title</u>	<u>Description</u>	<u>Amount</u>
Open Invoice Report	Obligations paid via check	91,098.27
ACH/EFT Activity	Non-check payments for 5/17/19-5/30/19	98,456.78
	Total Required	\$ 189,555.05

Attachments:

1. Open Invoice Report, dated 5/31/19 (5 pages)
2. ACH/EFT Activity Report (1 page)

City of Clayton Open Invoice Report Check Payments

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
All Bay Cities Towing, Inc								
All Bay Cities Towing, Inc	6/4/2019	6/4/2019	86459	Tire change Car 1738, PD	\$87.50	\$0.00		\$87.50
<i>Totals for All Bay Cities Towing, Inc:</i>					<u>\$87.50</u>	<u>\$0.00</u>		<u>\$87.50</u>
All City Management Services, Inc.								
All City Management Services, Inc.	6/4/2019	6/4/2019	61514	School crossing guard svcs 4/21/19-5/4/19	\$594.60	\$0.00		\$594.60
All City Management Services, Inc.	6/4/2019	6/4/2019	61763	School crossing guard svcs 5/5/19-5/18/19	\$594.60	\$0.00		\$594.60
<i>Totals for All City Management Services, Inc.:</i>					<u>\$1,189.20</u>	<u>\$0.00</u>		<u>\$1,189.20</u>
AT&T (CalNet3)								
AT&T (CalNet3)	6/4/2019	6/4/2019	13081274	Phones 4/22/19-5/21/19	\$556.45	\$0.00		\$556.45
<i>Totals for AT&T (CalNet3):</i>					<u>\$556.45</u>	<u>\$0.00</u>		<u>\$556.45</u>
Bassam Atwal								
Bassam Atwal	6/4/2019	6/4/2019	PC-05-19	Planning Commission Stipend for May 2019	\$120.00	\$0.00		\$120.00
<i>Totals for Bassam Atwal:</i>					<u>\$120.00</u>	<u>\$0.00</u>		<u>\$120.00</u>
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	6/4/2019	6/4/2019	2954	Caution tape for Art & Wine	\$128.22	\$0.00		\$128.22
Bay Area Barricade Serv.	6/4/2019	6/4/2019	3091	Population signs	\$32.63	\$0.00		\$32.63
Bay Area Barricade Serv.	6/4/2019	6/4/2019	2859	No smoking signs	\$859.13	\$0.00		\$859.13
<i>Totals for Bay Area Barricade Serv.:</i>					<u>\$1,019.98</u>	<u>\$0.00</u>		<u>\$1,019.98</u>
Bay Area News Group								
Bay Area News Group	6/4/2019	6/4/2019	2004176	Legal ads for Cell Sites	\$667.36	\$0.00		\$667.36
<i>Totals for Bay Area News Group:</i>					<u>\$667.36</u>	<u>\$0.00</u>		<u>\$667.36</u>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	6/4/2019	6/4/2019	850001	Legal services for April 2019	\$8,500.00	\$0.00		\$8,500.00
Best Best & Kreiger LLP	6/4/2019	6/4/2019	850002	The Olivia Legal services for April 2019	\$336.00	\$0.00		\$336.00
Best Best & Kreiger LLP	6/4/2019	6/4/2019	850003	CC Empl Legal services for April 2019	\$88.50	\$0.00		\$88.50
Best Best & Kreiger LLP	6/4/2019	6/4/2019	850004	Empl benefits Legal services for April 2019	\$2,478.00	\$0.00		\$2,478.00
<i>Totals for Best Best & Kreiger LLP:</i>					<u>\$11,402.50</u>	<u>\$0.00</u>		<u>\$11,402.50</u>
Jeffrey M Brown								
Jeffrey M Brown	6/4/2019	6/4/2019	061219	DJ for Classic Car Show 6/12/19	\$250.00	\$0.00		\$250.00
Jeffrey M Brown	6/4/2019	6/4/2019	062619	DJ for Classic Car Show 6/26/19	\$250.00	\$0.00		\$250.00
Jeffrey M Brown	6/4/2019	6/4/2019	071019	DJ for Classic Car Show 7/10/19	\$250.00	\$0.00		\$250.00
Jeffrey M Brown	6/4/2019	6/4/2019	072419	DJ for Classic Car Show 7/24/19	\$250.00	\$0.00		\$250.00
Jeffrey M Brown	6/4/2019	6/4/2019	080719	DJ for Classic Car Show 8/7/19	\$250.00	\$0.00		\$250.00
Jeffrey M Brown	6/4/2019	6/4/2019	082119	DJ for Classic Car Show 8/21/19	\$250.00	\$0.00		\$250.00
<i>Totals for Jeffrey M Brown:</i>					<u>\$1,500.00</u>	<u>\$0.00</u>		<u>\$1,500.00</u>
Anthony Chippero								
Anthony Chippero	6/4/2019	6/4/2019	PC-05-19	Planning Commission Stipend for May 2019	\$120.00	\$0.00		\$120.00

City of Clayton Open Invoice Report Check Payments

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for Anthony Chippero:</i>					<u>\$120.00</u>	<u>\$0.00</u>		<u>\$120.00</u>
Cintas Corporation								
Cintas Corporation	6/4/2019	6/4/2019	4022020598	PW uniforms through 5/16/19	\$48.88	\$0.00		\$48.88
Cintas Corporation	6/4/2019	6/4/2019	4022477528	PW uniforms through 5/23/19	\$48.88	\$0.00		\$48.88
Cintas Corporation	6/4/2019	6/4/2019	4022996577	PW uniforms through 5/31/19	\$48.88	\$0.00		\$48.88
<i>Totals for Cintas Corporation:</i>					<u>\$146.64</u>	<u>\$0.00</u>		<u>\$146.64</u>
City of Concord								
City of Concord	6/4/2019	6/4/2019	77287	Dispatch services for May 2019	\$22,148.67	\$0.00		\$22,148.67
<i>Totals for City of Concord:</i>					<u>\$22,148.67</u>	<u>\$0.00</u>		<u>\$22,148.67</u>
Peter Cloven								
Peter Cloven	6/4/2019	6/4/2019	PC-05-19	Planning Commission Stipend for May 2019	\$120.00	\$0.00		\$120.00
<i>Totals for Peter Cloven:</i>					<u>\$120.00</u>	<u>\$0.00</u>		<u>\$120.00</u>
Concord Garden Equipment								
Concord Garden Equipment	6/4/2019	6/4/2019	576972	Landscape maintenance part	\$43.33	\$0.00		\$43.33
<i>Totals for Concord Garden Equipment:</i>					<u>\$43.33</u>	<u>\$0.00</u>		<u>\$43.33</u>
Concord Uniforms								
Concord Uniforms	6/4/2019	6/4/2019	15280	Uniform, PD	\$658.37	\$0.00		\$658.37
Concord Uniforms	6/4/2019	6/4/2019	15372	Uniform, PD	\$173.84	\$0.00		\$173.84
<i>Totals for Concord Uniforms:</i>					<u>\$832.21</u>	<u>\$0.00</u>		<u>\$832.21</u>
Contra Costa County Library Administration								
Contra Costa County Library Administr	6/4/2019	6/4/2019	Q3FY19	Additional library hours Q3 FY 19	\$2,329.44	\$0.00		\$2,329.44
<i>Totals for Contra Costa County Library Administration:</i>					<u>\$2,329.44</u>	<u>\$0.00</u>		<u>\$2,329.44</u>
CSI Forensic Supply								
CSI Forensic Supply	6/4/2019	6/4/2019	61234A	Forensic supplies	\$56.07	\$0.00		\$56.07
<i>Totals for CSI Forensic Supply:</i>					<u>\$56.07</u>	<u>\$0.00</u>		<u>\$56.07</u>
Donisi Landscape Construction Co								
Donisi Landscape Construction Co	6/4/2019	6/4/2019	CAP0285	Deposit refund for Historical Society Landscap	\$1,450.00	\$0.00		\$1,450.00
<i>Totals for Donisi Landscape Construction Co:</i>					<u>\$1,450.00</u>	<u>\$0.00</u>		<u>\$1,450.00</u>
Future Auto Center of Concord								
Future Auto Center of Concord	6/4/2019	6/4/2019	338988	Warranty fee for service to F250, PW	\$100.00	\$0.00		\$100.00
<i>Totals for Future Auto Center of Concord:</i>					<u>\$100.00</u>	<u>\$0.00</u>		<u>\$100.00</u>
William Gall								
William Gall	6/4/2019	6/4/2019	PC-05-19	Planning Commission Stipend for May 2019	\$120.00	\$0.00		\$120.00
<i>Totals for William Gall:</i>					<u>\$120.00</u>	<u>\$0.00</u>		<u>\$120.00</u>
Frank Gavidia								

City of Clayton Open Invoice Report Check Payments

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Frank Gavidia	6/4/2019	6/4/2019	PC-05-19	Planning Commission Stipend for May 2019	\$120.00	\$0.00		\$120.00
				<i>Totals for Frank Gavidia:</i>	<i>\$120.00</i>	<i>\$0.00</i>		<i>\$120.00</i>
Globalstar LLC								
Globalstar LLC	6/4/2019	6/4/2019	10306423	Sat phone 4/16/19-5/15/19	\$106.43	\$0.00		\$106.43
				<i>Totals for Globalstar LLC:</i>	<i>\$106.43</i>	<i>\$0.00</i>		<i>\$106.43</i>
Hammons Supply Company								
Hammons Supply Company	6/4/2019	6/4/2019	106797	Library janitorial supplies	\$340.44	\$0.00		\$340.44
				<i>Totals for Hammons Supply Company:</i>	<i>\$340.44</i>	<i>\$0.00</i>		<i>\$340.44</i>
Harris & Associates, Inc.								
Harris & Associates, Inc.	6/4/2019	6/4/2019	40992	Engineering services for March 2019	\$9,585.00	\$0.00		\$9,585.00
Harris & Associates, Inc.	6/4/2019	6/4/2019	41295	Engineering services for April 2019	\$9,585.00	\$0.00		\$9,585.00
Harris & Associates, Inc.	6/4/2019	6/4/2019	40993	Engineering inspections for March 2019	\$2,750.00	\$0.00		\$2,750.00
				<i>Totals for Harris & Associates, Inc.:</i>	<i>\$21,920.00</i>	<i>\$0.00</i>		<i>\$21,920.00</i>
Health Care Dental Trust								
Health Care Dental Trust	6/4/2019	6/4/2019	261284	Dental for June 2019	\$2,012.09	\$0.00		\$2,012.09
				<i>Totals for Health Care Dental Trust:</i>	<i>\$2,012.09</i>	<i>\$0.00</i>		<i>\$2,012.09</i>
J&R Floor Services								
J&R Floor Services	6/4/2019	6/4/2019	Five2019	Janitorial services for May 2019	\$4,850.00	\$0.00		\$4,850.00
				<i>Totals for J&R Floor Services:</i>	<i>\$4,850.00</i>	<i>\$0.00</i>		<i>\$4,850.00</i>
Ken Joiret								
Ken Joiret	6/4/2019	6/4/2019	4th2019	Sound for 4th of July Parade	\$800.00	\$0.00		\$800.00
				<i>Totals for Ken Joiret:</i>	<i>\$800.00</i>	<i>\$0.00</i>		<i>\$800.00</i>
LarryLogic Productions								
LarryLogic Productions	6/4/2019	6/4/2019	1811	City council meeting production 5/21/19	\$450.00	\$0.00		\$450.00
				<i>Totals for LarryLogic Productions:</i>	<i>\$450.00</i>	<i>\$0.00</i>		<i>\$450.00</i>
LEHR								
LEHR	6/4/2019	6/4/2019	S129658	Repair to lightbar, Car 1738, PD	\$127.50	\$0.00		\$127.50
				<i>Totals for LEHR:</i>	<i>\$127.50</i>	<i>\$0.00</i>		<i>\$127.50</i>
Richard Ludlow								
Richard Ludlow	6/4/2019	6/4/2019	BP06-19	C&D refund for 938 Douglas Ct	\$2,000.00	\$0.00		\$2,000.00
				<i>Totals for Richard Ludlow:</i>	<i>\$2,000.00</i>	<i>\$0.00</i>		<i>\$2,000.00</i>
Mark Scott Construction								
Mark Scott Construction	6/4/2019	6/4/2019	G454153	Building permit refund, cancellation	\$325.26	\$0.00		\$325.26
				<i>Totals for Mark Scott Construction:</i>	<i>\$325.26</i>	<i>\$0.00</i>		<i>\$325.26</i>

Municipal Code Corporation

City of Clayton Open Invoice Report Check Payments

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Municipal Code Corporation	6/4/2019	6/4/2019	327394	4 Copies of Suppl #3 to the Muni Code	\$360.97	\$0.00		\$360.97
				<i>Totals for Municipal Code Corporation:</i>	<i>\$360.97</i>	<i>\$0.00</i>		<i>\$360.97</i>
NBS Govt. Finance Group								
NBS Govt. Finance Group	6/4/2019	6/4/2019	519000005	Delinquency management, CFDs	\$333.00	\$0.00		\$333.00
				<i>Totals for NBS Govt. Finance Group:</i>	<i>\$333.00</i>	<i>\$0.00</i>		<i>\$333.00</i>
Pacific Telemanagement Svc								
Pacific Telemanagement Svc	6/4/2019	6/4/2019	2020579	Courtyard payphone for June 2019	\$73.00	\$0.00		\$73.00
				<i>Totals for Pacific Telemanagement Svc:</i>	<i>\$73.00</i>	<i>\$0.00</i>		<i>\$73.00</i>
Pond M Solutions								
Pond M Solutions	6/4/2019	6/4/2019	525	Fountain maintenance for May 2019	\$650.00	\$0.00		\$650.00
				<i>Totals for Pond M Solutions:</i>	<i>\$650.00</i>	<i>\$0.00</i>		<i>\$650.00</i>
Quest Media & Supplies								
Quest Media & Supplies	6/4/2019	6/4/2019	482712	Wireless access point, PD	\$753.36	\$0.00		\$753.36
				<i>Totals for Quest Media & Supplies:</i>	<i>\$753.36</i>	<i>\$0.00</i>		<i>\$753.36</i>
Rex Lock & Safe, Inc.								
Rex Lock & Safe, Inc.	6/4/2019	6/4/2019	123529	Repair lock @ The Grove Park	\$275.00	\$0.00		\$275.00
				<i>Totals for Rex Lock & Safe, Inc.:</i>	<i>\$275.00</i>	<i>\$0.00</i>		<i>\$275.00</i>
Riso Products of Sacramento								
Riso Products of Sacramento	6/4/2019	6/4/2019	196306	Copier contract coverage 4/20/19-5/19/19	\$171.10	\$0.00		\$171.10
				<i>Totals for Riso Products of Sacramento:</i>	<i>\$171.10</i>	<i>\$0.00</i>		<i>\$171.10</i>
Rogers Roofing								
Rogers Roofing	6/4/2019	6/4/2019	BP50-19	Cancellation for 183 Mt Vernon Dr	\$2,162.00	\$0.00		\$2,162.00
				<i>Totals for Rogers Roofing:</i>	<i>\$2,162.00</i>	<i>\$0.00</i>		<i>\$2,162.00</i>
Stericycle Inc								
Stericycle Inc	6/4/2019	6/4/2019	3004694713	Medical waste disposal	\$111.16	\$0.00		\$111.16
				<i>Totals for Stericycle Inc:</i>	<i>\$111.16</i>	<i>\$0.00</i>		<i>\$111.16</i>
TruGreen & Action Pest Control								
TruGreen & Action Pest Control	6/4/2019	6/4/2019	99876195	Lawn service for North Valley Park	\$255.00	\$0.00		\$255.00
TruGreen & Action Pest Control	6/4/2019	6/4/2019	99876304	Lawn service @ Fountain area	\$75.00	\$0.00		\$75.00
				<i>Totals for TruGreen & Action Pest Control:</i>	<i>\$330.00</i>	<i>\$0.00</i>		<i>\$330.00</i>
Turf Star, Inc.								
Turf Star, Inc.	6/4/2019	6/4/2019	357315-00	Irrigation repair parts	\$1,156.34	\$0.00		\$1,156.34
				<i>Totals for Turf Star, Inc.:</i>	<i>\$1,156.34</i>	<i>\$0.00</i>		<i>\$1,156.34</i>
Workers.com								
Workers.com	6/4/2019	6/4/2019	124796	Seasonal work k end 5/12/19	\$4,883.11	\$0.00		4,883.11

City of Clayton Open Invoice Report Check Payments

Workers.com	6/4/2019	6/4/2019	124859	Seasonal workers weck end 5/19/19	\$2,778.16	\$0.00	\$2,778.16
				<i>Totals for Workers.com:</i>	<u>\$7,661.27</u>	<u>\$0.00</u>	<u>\$7,661.27</u>
				GRAND TOTALS:	\$91,098.27	\$0.00	\$91,098.27

City of Clayton

ACH / EFT Activity (Non-City Check Payments)

Recurring ACH/EFT payments covering the following timeframe: 5/17/2019 - 5/30/2019

For the City Council meeting dated: **6/4/2019**

The following is a detailed listing of automatic recurring and other ACH/EFT payments other than checks for the period immediately preceding the City Council meeting dated above.

Payee	Description	Service Period	Payment Date	Amount
American Fidelity	Employee other supplemental	May 2019	5/22/2019	\$ 486.38
American Fidelity	FSA/dependent care contributions	PPE 5/19/19	5/21/2019	\$ 249.60
CalPERS	Pension plan contributions	PPE 5/24/19	5/28/2019	\$ 75.62
CalPERS	Pension plan contributions	PPE 5/19/19	5/22/2019	\$ 16,030.78
ICMA	457b plan contributions	PPE 5/19/19	5/23/2019	\$ 1,611.53
Nationwide	457b plan contributions	PPE 5/19/19	5/22/2019	\$ 500.00
Paychex	Payroll	PPE 5/19/19	5/21/2019	\$ 64,794.09
Paychex	Payroll taxes	PPE 5/19/19	5/22/2019	\$ 14,210.57
Paychex	Payroll processing fee	PPE 5/19/19	5/22/2019	\$ 198.21
Neopost	Postage meter	N/A	5/23/2019	\$ 300.00
Total ACH / EFT Activity (other than checks)				\$ 98,456.78



Agenda Date: 6-04-2019

Agenda Item: 3c

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Elise Warren, CHIEF OF POLICE

DATE: June 4, 2019

SUBJECT: A RESOLUTION APPROVING CERTAIN CONTRACTS RELATED TO THE PURCHASE AND OUTFITTING OF A NEW REPLACEMENT POLICE PATROL VEHICLE AND AUTHORIZE THE DISPOSAL OF A POLICE VEHICLE (UNIT 1732) AS PROPERTY SURPLUS TO THE NEEDS OF THE CITY

RECOMMENDATION

It is recommended the City Council adopt the attached Resolution awarding various contracts for the purchase and outfitting of a new 2020 Ford Police Interceptor SUV (police replacement vehicle) as follows:

- | | |
|--|-------------|
| 1. Purchase of a 2020 Ford Police Interceptor from Future Ford, matching the State of California's competitive bid process price, Contract #1-18-23-14B; | \$42,792.40 |
| 2. Purchase of emergency equipment from and labor to outfit the new vehicle by Pursuit North; and | \$16,922.43 |
| 3. Decals, striping and associated lettering from FASTSIGNS | \$ 777.50 |

The total proposed expenditure is to be \$60,492.33 from the Capital Equipment Replacement Fund (CERF)

BACKGROUND

The City of Clayton's Police Department currently has a fleet of eight (8) patrol vehicles. In the past, the police department typically replaced one (1) vehicle each year with a new police "interceptor" vehicle which is specifically designed to serve as a patrol vehicle.

The newest vehicle usually replaces the most unserviceable vehicle in the police department's fleet. On this occasion, that unserviceable vehicle is a 2009 Ford Crown Victoria (unit number 1732), which has 91,000 miles on it.

Typically when a new patrol vehicle is placed into service, all available equipment from the outgoing vehicle is reused to help control costs. However, this reuse is not available in this transition as the new patrol vehicle is a new police interceptor (SUV) and the unserviceable vehicle is a Crown Victoria model.

DISCUSSION

The Ford Police Interceptor (PIU) platform is replacing our older Ford Crown Victoria models, which are no longer in production. Model year 2020, Ford started production of the totally redesigned Police Interceptor Utility earlier this month. This is the first major redesign of the vehicle since it was first offered in 2013. The Ford PIU has served us well, with no known problems.

Due to the redesign, center consoles, prisoner partitions, prisoner seating, cargo area partitions, rear storage, cargo floor, and electronic tray products are requiring redesigns from the aftermarket manufacturers (Whelen, Code 3 PSE, Setina, etc.) to accommodate the new model year vehicle dimensions. Ford is not offering a two-tone paint option or two-tone vinyl wrap option, leaving it up to the agency to arrange for local preferential two-tone paint.

Our minimum staffing is typically two officers on patrol at any given time. The Police Department also routinely staffs "special events" where numerous officers/cadets are on duty at the same time. The Police Department utilizes its Patrol Truck in the fleet to move and place the Command Trailer and Radar Trailer, as needed, in addition to regular patrol services. Patrol vehicles also need routine maintenance, can suffer unexpected mechanical, communication and emergency equipment failures. By maintaining a fleet of eight (8) vehicles we assure our capability to support all these missions simultaneously. Additionally, vehicles are utilized by police staff as a visual deterrent in response to criminal activity and for traffic calming purposes.

After a competitive statewide bid process, Downtown Ford was selected as the supplier of Ford vehicles to the State of California. Folsom Ford of Folsom met the competitively-bid contract price awarded Downtown Ford and will deliver the vehicle upon completion.

FISCAL IMPACT

The City routinely purchases one patrol vehicle per budget year. The purchase of this patrol replacement vehicle was incorporated into the 2019/2020 adopted budget which allocated \$60,000 for the acquisition. Monies for the purchase are set aside annually in the Capital Equipment Replacement Fund (CERF). The Finance Manager has confirmed the CERF's cash balance is approximately \$149,550 after the expenditure of these monies. This action will require a further appropriation of \$1,000 from CERF to accomplish the objective.

The purchase will require the expenditure of monies as follows:

1. Purchase of new vehicle from Future Ford	\$42,792.40
2. Parts and labor to outfit the new car	\$16,922.43
3. Graphics, striping and decals	\$ 777.50

Total \$60,492.33

Surplus patrol vehicles are typically disposed of at public auction. Many factors impact what a used vehicle will sell for. This vehicle is expected to sell for \$2,000-\$3,000.

All proceeds from the sale of this surplus vehicle belong to the taxpayers (City) and will be placed into the City's Equipment Replacement Fund (CERF).

RESOLUTION NO. ____ - 2019

**A RESOLUTION APPROVING FOUR CONTRACTS FOR THE PURCHASE AND
OUTFITTING OF A NEW 2020 FORD POLICE INTERCEPTOR UNIT TO REPLACE AN
EXISTING FORD PATROL VEHICLE, AND DECLARING A 2009 FORD PATROL VEHICLE
(UNIT NUMBER 1732) AS SURPLUS TO CITY'S NEEDS**

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

WHEREAS, the City of Clayton Police Department uses patrol vehicles to perform the patrol function and provide law enforcement services to the community; and

WHEREAS, patrol vehicles need to be replaced on a regular basis to assure each is in operable and dependable condition for public safety and first responder services; and

WHEREAS, patrol vehicles are equipped with specific emergency lights, sirens, radios; and

WHEREAS, by necessity the City contracts with various service providers for the purchase and installation of emergency equipment and decal/signage on its police patrol vehicles; and

WHEREAS, monies were budgeted by the City Council in the City's FY 2019-2020 Capital Equipment Replacement Fund (CERF) for the replacement of one patrol vehicle used by the City of Clayton Police Department; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clayton, California does hereby formally approve as follows:

Section 1.

Approves and authorizes the competitive bid purchase of a new 2020 Ford Police Interceptor vehicle from Folsom Ford (matching the State of California's competitive bid price, contract #1-18-23-14B) in the amount of \$42,792.40 including sales tax and fees.

Section 2.

Approves and authorizes a contract in the amount of \$16,922.43 with Lehr's Emergency Vehicle Installations for the purchase of law enforcement emergency equipment and the outfitting of the new patrol vehicle to Clayton Police Vehicle Specifications.

Section 3.

Approves and authorizes the expenditure of \$777.50 to FASTSIGNS for the official police vehicle striping, lettering and decals.

Section 5.

Approves and authorizes the allocation of \$60,492.33 from the FY 2019-2020 Capital Equipment Replacement Fund (CERF) for the above-noted three (3) purchase and installation contracts related to the acquisition of a new 2020 Ford Police Interceptor Unit for the use by the Clayton Police Department.

Section 6.

Does herewith declare an existing 2009 Ford Crown Victoria (vehicle unit number 1732) as surplus to the City's need and authorizes the City Manager to dispose of said vehicle by public auction.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 4th day of June, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Tuija Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk

6/7/2018

**CERTIFIED MAIL –
RETURN RECEIPT REQUESTED**

Mr. Daniel Raimondi
Folsom Lake Ford
12755 Folsom Blvd.
Folsom, CA 95630

Subject: Contract Number 1-18-23-14B, Award Notification

Dear Mr. Raimondi:

We are pleased to accept your bid for Event ID Number 8274. The resulting contracts has an estimated value of \$41,207,305.00 for Group 1 – Sedans and \$1,171,076.00 for Group 2 - Utility, although there is no actual guaranteed dollar value. Additional contract information is as follows:

**Enforcement Vehicles, Police Pursuit
Contract No.: 1-18-23-14B**

Groups Awarded:

Group 1 (Sedans) - Effective: 6/7/2018 through 6/6/2020

Group 2 (Utility) - Effective: 6/7/2018 through 6/6/2020

The contract consists of this acceptance letter, your bid, and the State's Invitation for Bid (IFB).

The Contract User Instructions have been posted on the Department of General Services eProcurement system at:

https://caleprocure.ca.gov/PSRelay/ZZ_PO.ZZ_CTR_SUP_CMP.GBL?Page=ZZ_CTR_SUP_P&Action=U&SETID=STATE&CNTRCT_ID=1-18-23-14B

A copy of this notification is being sent to you so that you will know the exact information which has been transmitted to the departments.

In accordance with the State's general provisions, Article #35 entitled News Releases, the Contractor shall not publish or use any information concerning this Statewide Contract in any format or media for advertising or publicity without prior written consent from the State's Contract Administrator.

If you have any questions, please contact Rudolph Jimenez at (916) 375-4390.

Sincerely,

Original Signature on File

Rudolph Jimenez
Contract Administrator
Contracts Management Unit

Attachment

Unique Police Interceptor Utility Features Include:
MODEL/SERIES/AVAILABILITY

- 3 Available Models ---
 - 3.3L V6 Direct-Injection Hybrid Engine System (AWD)★
 - 3.3L V6 Direct-Injection FFV AWD★
 - 3.0L V6 EcoBoost® AWD★
- 1 Available Series
 - 500A

MECHANICAL

- ★ 3.3L Police-Calibrated V6 Direct-Injection Hybrid Engine System – Standard (Hybrid technology is optimal for performance and long days spent idling on the job)
- AWD Drivetrain – Standard for enhanced handling precision and unsurpassed traction on wet or dry surfaces
- ★ Transmission – 10-speed automatic, police calibrated for maximum acceleration and faster closing speeds
- ★ Lithium-Ion Battery Pack
- ★ Brakes – Police calibrated high-performance regenerative braking system
 - 4-Wheel heavy-duty disc w/heavy-duty front and rear calipers
 - Brake Rotors – large mass for high thermal capacity and calipers with large swept area.
 - Electric Power-Assist Steering (EPAS) – Heavy-Duty
- ★ DC/DC converter – 220-Amp (in lieu of alternator)
- ★ H7 AGM Battery (Standard; 800 CCA/80-amp)
- ★ H8 AGM Battery (Available; 850 CCA/92-amp)
- Cooling System – Heavy-duty, large high volume radiator, Engine oil cooler and transmission oil cooler
- Engine Idle Hour Meter
- Engine Hour Meter
- Powertrain mounts – Heavy-Duty
- ★ Class III Trailer Hitch Receiver with 5,000 lbs. towing capacity and (2) recovery hooks
- Wheels
 - Heavy-duty steel, vented with center cap
 - Full size spare tire w/TPMS
- ★ 50-State Emissions System

INTERIOR FEATURES

- ★ Cargo Area – Spacious area for police equipment; Lithium-Ion Battery Pack does not intrude into the cargo area
- Column Shifter
- Seats
 - Front – Police grade cloth – 6-way power-adjustable Manual lumbar, seatback foam designed to comfortably accommodate a utility belt
 - Built-in steel intrusion plates in both front-seatbacks
 - 2nd Row – Police grade vinyl, offers easy care for cleaning
- Flooring – Heavy-Duty vinyl; offers ease of cleaning and long-term durability
- Liftgate access with manual lock cylinder
- Simple Fleet Key (w/o microchip, easy to replace, 4-keys)
- Speedometer – Certified, digital readout in message center and analog gauge
- Universal equipment tray atop instrument panel (ideal for radar and other police equipment)

POLICE UPFIT FRIENDLY

- Consistent 11-inch space between driver and passenger seats for aftermarket consoles (9-inch center console mounting plate)
- Console mounting plate
- Dash pass-thru opening for aftermarket wiring
- Headliner – Easy to service
- Integrated LED police flashers (available)
- ★ Rear-center seat delete (available)
- Taillamps – Integrated police flashers (available)
- Two (2) 50 amp battery ground circuits – power distribution junction block (repositioned behind 2nd row seat floorboard).

TECHNOLOGY

- ★ Ford Telematics™ – Includes Fleet Telematics Modem and complimentary 2-year subscription
- ★ Police Perimeter Alert (available; detects and analyzes motion in an approximately 270-degree radius on sides and back of vehicle)
- ★ Rear Camera On-Demand (available)
- Front Interior Visor Light Bar (LED) Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programmable (available; Red/Blue/White LED lights)
- ★ Rear Auxiliary Liftgate Lights (available; Red/Blue LED Lights; located beneath liftgate glass in applique panel)
- Rear Spoiler Traffic Warning Lights (LED) – Fully integrated in rear spoiler for enhanced visibility; Provides red/blue/amber directional lighting – fully programmable (available)
- ★ Pre-Collision Assist with Pedestrian Detection (available; includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use)
 - BLIS® – Blind Spot Monitoring with Cross-Traffic Alert (available)
- ★ Bluetooth® Interface – Includes hands-free voice command support (compatible with most Bluetooth connected mobile devices)
- Unique Steering Wheel (with 4-remappable latching switches)

SAFETY/SECURITY HIGHLIGHTS

- 75-mph Rear-impact Crash Tested
 - Note:** The full-size spare tire secured in the factory location is necessary to achieve police-rated 75-mph rear impact crash-test performance attributes
- AdvanceTrac® w/RSC® (Roll Stability Control®) police tuned gyroscopic sensors work seamlessly with the ABS
- Ballistic Door-Panels (National Institute of Justice (NIJ) certified to stop Type III, IV, all lesser NIJ rounds, as well as additional special threat rounds) (available)
- Exterior Key Locks – Driver, passenger and liftgate
- Police Engine Idle feature (available)
- Rear Video Camera with Washer (standard)
- Reverse Sensing (available)

GENERAL

- Underbody deflection plate no longer standard on EcoBoost® models (order 76D)
- Front Headlamp Lighting Solution now includes Red/Blue/White LED Strobes

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
- 8 Year / 100,000 Miles Hybrid Unique Components

POWERTRAIN CARE EXTENDED SERVICE PLAN

- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Product Changes and Features Availability

Features, options and package content subject to change. Please check www.fmcdealer.com for the most current information.

2020 POLICE INTERCEPTOR UTILITY STANDARD EQUIPMENT

The following items are std. 2020MY POLICE INTERCEPTOR UTILITY vehicle:

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- ★ Class III Trailer Hitch Receiver with 5,000 lbs. towing capacity and (2) recovery hooks
- Column Shifter
- ★ DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- ★ H7 AGM Battery (800 CCA/80-amp)
- ★ Lithium-Ion Battery Pack
- Suspension – independent front & rear
- ★ Transmission – 10-speed automatic
- Transmission Oil Cooler

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (MIC)
- Door Handles – Black (MIC)
- Exhaust, True Dual (down-turned)
- Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- ★ Headlamps – Automatic, LED Low-and-High-Beam
 - Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
 - Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
 - Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
 - Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
 - Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with polished stainless steel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks in cargo area
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
 - Power
 - Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)
- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
 - Overhead Console
 - Red/White Task Lighting in Overhead Console
 - 3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Powerpoints – (1) First Row

INTERIOR/COMFORT (continued)

- Rear-door closeout panels
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats
 - 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
 - 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4 user – configurable latching switches
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control®)
- Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- ★ Brakes – Police calibrated high-performance regenerative braking system
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped; set to "on")
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Rearview Camera with Washer viewable in 4.2" center stack.
 - Note: Rearview Camera viewable in rearview mirror (available) – order 87R (no-charge option)
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height In 1st Row
- SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
 - AM/FM / MP3 Capable / Clock / 4-speakers
 - Bluetooth® interface★— Includes hands-free voice command support (compatible with most Bluetooth connected mobile devices)
 - ★ USB Port – (1)
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
- Easy Fuel® Capless Fuel-Filler
- ★ Ford Telematics™ – Includes Fleet Telematics Modem and complimentary 2-year subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Front Recovery Tow Hook Provision – (1)
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

★ = New for this model year

2020 POLICE INTERCEPTOR UTILITY EQUIPMENT GROUP

Series	Option Code	Police Interceptor 500A
Police Interceptor Utility AWD	K8A	S
AWD 3.3L V6 Direct-Injection Hybrid Engine System with 10-Speed Automatic Transmission (136-MPH Top Speed)	99W/44B	S
AWD 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank	99B/44U	O
AWD 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank	99C/44U	O
EQUIPMENT GROUP		
Interior Upgrade Package <ul style="list-style-type: none"> • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter w/unique Police console finish plate • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • Deletes the standard console mounting plate (85D) • SYNC® 3* <ul style="list-style-type: none"> – Enhanced Voice Recognition Communications and Entertainment System – 4.2" Color LCD Screen Center-Stack "Smart Display" – AppLink® – 911 Assist® Note: Non-SYNC Bluetooth® interface is standard; 65U replaces standard Bluetooth® interface with SYNC® Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms. Commands may vary by phone and AppLink® software. Note: Not available with options: 67H, 67U, 85R	65U	O
Front Headlamp Lighting Solution <ul style="list-style-type: none"> • Includes LED Low beam/High beam headlamp, Wig-wag function and (2) Red/Blue/White LED side warning lights in each headlamp (factory configured: driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included (in headlamps only; grille lights not included). Controller "not" included Note: Not available with option: 67H Note: Recommend using Ultimate Wiring Package (67U)	66A	O
Tail Lamp / Police Interceptor Housing Only <ul style="list-style-type: none"> • Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies) Note: Not available with options: 66B and 67H	86T	O
Tail Lamp Lighting Solution <ul style="list-style-type: none"> • Includes LED lights plus two (2) rear integrated hemispheric lighthead white LED side warning lights in taillamps • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H, 86T Note: Recommend using Ultimate Wiring Package (67U)	66B	O
Rear Lighting Solution <ul style="list-style-type: none"> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)	66C	O
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus <ul style="list-style-type: none"> • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails • High current pigtail • Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) • Rear console plate (85R) – contours through 2nd row; channel for wiring • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) Note: Not available with options: 66A, 66B, 66C, 67U and 65U	67H	O

2020 POLICE INTERCEPTOR UTILITY EQUIPMENT GROUP

EQUIPMENT GROUP		
(Continued)		
Ultimate Wiring Package Includes the following: <ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) <ul style="list-style-type: none"> – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine compartment • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does “not” include LED lights, side connectors or controller <ul style="list-style-type: none"> – Recommend Police Wire Harness Connector Kit 67V Note: Not available with options: 65U, 67H	67U	O
Police Wire Harness Connector Kit – Front/Rear For connectivity to Ford PI Package solutions includes: <ul style="list-style-type: none"> • Front <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector. – (1) 14-pin IP connector • Rear <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com	67V	O
KEY EXTERIOR OPTIONS		
Engine Block Heater	41H	O
License Plate Bracket – Front	153	O
Lamps / Lighting		
Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	O
Daytime Running Lamps	942	O
Switchable Red/White Lighting in Cargo Area (deletes 3 rd row overhead map light)	17T	O
Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Note: Requires 60A	21L	O
Front Interior Visor Light Bar (LED) <ul style="list-style-type: none"> • Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programmable. (Red/Red or Blue/Blue operation. White “take down” and “scene” capabilities) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U]) Note: Front/Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U) Note: Not available with option 76P	96W	O
Pre-wiring for grille LED lights, siren and speaker	60A	O / P-66A / P-67H / P-67U
★Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel) <ul style="list-style-type: none"> • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	43A	O
Rear Quarter Glass Side Marker LED Lights (Driver side – Red / Passenger side – Blue) <ul style="list-style-type: none"> • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	63L	O
Rear Spoiler Traffic Warning Lights (LED) <ul style="list-style-type: none"> • Fully integrated in rear spoiler for enhanced visibility • Provides red/blue/amber directional lighting – fully programmable Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U]) Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96T	O
Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue) <ul style="list-style-type: none"> • Located on exterior mirror housing • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	63B	O
Spot Lamp Prep Kits		
Spot Lamp Prep Kit, Driver Only Note: Does not include spot lamp housing and bulb	51P	O
Spot Lamp Prep Kit, Dual Driver and Passenger Note: Does not include spot lamp housing and bulbs	51W	O
Spot Lamp – LED Bulb:		
Driver Only (Unity)	51R	O
Driver Only (Whelen)	51T	O
Dual (driver and passenger) (Unity)	51S	O
Dual (driver and passenger) (Whelen)	51V	O

★ = New for this model year

P = Included in Equipment Group, S = Standard Equipment, O = Optional

2020 POLICE INTERCEPTOR UTILITY EQUIPMENT GROUP

EQUIPMENT GROUP		
Body		
Glass – Solar Tint 2 nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	O
Glass – Solar Tint 2 nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	O
Underbody Deflector Plate (engine and transmission shield)	76D	O
Wheels		
Wheel Covers (18" Full Face Wheel Cover) Note: Only available with the standard Police wheel, not available with 64E	65L	O
18" Painted Aluminum Wheel Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	O
Audio / Video		
Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror) Note: This option replaces the standard display in the center stack area. Note: Camera can only be displayed in the center stack (std) "OR" the rear view mirror (87R)	87R	O
★ Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	O
Doors / Locks		
Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) Note: Not available with 68G – includes all content of 68G Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	52P	O / P-67H
Rear-Door controls Inoperable (locks, handles and windows) Note: Not available with 52P. Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	68G	O
Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless)	18D	O
Remote Keyless-Entry Key Fob (w/o Keypad, less PATS) – (includes 4-key fobs) Note: Available with Keyed Alike, however, key fobs are "not" fobbed alike when ordered with Keyed Alike	55F	O
Keys (Note: Can be ordered with Remote Keyless-Entry – 55F)		
Keyed Alike – 1435x	59E	O
Keyed Alike – 1284x	59B	O
Keyed Alike – 0135x	59D	O
Keyed Alike – 0576x	59F	O
Keyed Alike – 1111x	59J	O
Keyed Alike – 1294x	59C	O
Keyed Alike – 0151x	59G	O
Flooring / Seats		
1 st and 2 nd row carpet floor covering (includes floor mats, front and rear)	16C	O / P-65U
2 nd Row Cloth Seats	88F	O / P-65U
Power passenger seat (8-way) w/2-way manual recline and lumbar	87P	O
Front Console Plate – Delete Note: Not available with option: 67H, 67U, 85R	85D	O / P-65U
★ Rear Center Seat Delete (includes molded trim floor panel in lieu of seat)	85S	O
Rear Console Plate Note: Not available with option: 65U, 85D	85R	O / P-67H / P-67U
Safety & Security		
Ballistic Door-Panels (Level III+) – Driver Front-Door Only ¹	90D	O
Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors ¹	90E	O
Ballistic Door-Panels (Level IV+) – Driver Front-Door Only ²	90F	O
Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Doors ²	90G	O
BLIS® – Blind Spot Monitoring with Cross-traffic Alert Note: Includes manual fold-away mirrors, w/heat, w/o memory, w/o puddle lamps	55B	O

¹ Tested and meets the requirements of NIJ Standard 0108.01 Level III:
 • 7.62 x 51 mm 9.7g M80 (.308 Winchester 150gr)
 Per LAPD requirements, they're also designed to withstand special threat rounds:
 • 7.62 x 39 mm MSC 7.9g (Type 56)
 • 5.56 x 45 mm M193 3.36g
 • 5.56 x 45mm M855 4g

² Tested and meets the requirements of NIJ Standard 0108.01 Level IV:
 • .30-06 M2 AP 166gr (7.62 x 63 APM2 10.8g)
 Designed to withstand special threat rounds:
 • 7.62 x 54R LPS 9.65g
 • 7.62 x 51 mm M61 9.75g (.308 Winchester 150.5gr)
 In addition, Level IV+ includes all of the NIJ Level III and LAPD rounds listed in footnote 2.

2020 POLICE INTERCEPTOR UTILITY EQUIPMENT GROUP

EQUIPMENT GROUP		
Safety & Security (continued)		
★ Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	O
★ Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	O
Mirrors – Heated Sideview Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	O
Perimeter Anti-Theft Alarm <ul style="list-style-type: none"> • Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn • Requires Keyless-Entry Key Fob (55F) 	593	O
Police Engine Idle feature <ul style="list-style-type: none"> • This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling. 	47A	O
Reverse Sensing System	76R	O
Misc		
Aux Air Conditioning Note: Now available with Cargo Storage Vault (63V).	17A	O
Badge Delete <ul style="list-style-type: none"> • Deletes the "Police Interceptor" badging on rear liftgate • Deletes the "Interceptor" badging on front hood (EcoBoost®) 	16D	O
Cargo Storage Vault (includes lockable door and compartment light) Note: Now available with Aux Air Conditioning (17A).	63V	O
★ Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring)	52T	O
★ H8 AGM Battery (850 CCA/92-amp)	19K	O
Noise Suppression Bonds (Ground Straps)	60R	O
★ Rear Bumper Step Pad	16P	O
100 Watt Siren/Speaker (Includes bracket and pigtail)	18X	O / P-67H

2020 POLICE INTERCEPTOR UTILITY FUNCTIONAL EQUIPMENT

AXLE AVAILABILITY

*Final Drive Ratio = 3.73
HEV and 3.3L AWD Police
Interceptor*

*Final Drive Ratio = 3.31
AWD EcoBoost®
Police Interceptor*

WHEEL AVAILABILITY

**WHEEL IMAGE COMING
SOON**

18" 5-spoke painted black
steel wheels with center
caps (5th wheel is full-size
spare) – Standard

**WHEEL IMAGE COMING
SOON**

18" 5-spoke full face wheel
covers with metal clips –
Optional (65L)

**WHEEL IMAGE COMING
SOON**

18" painted Aluminum
wheels, Optional (64E)

2020 POLICE INTERCEPTOR UTILITY COLOR & TRIM AVAILABILITY

Police Interceptor Utility	Police Interceptor Utility	Interior Color Charcoal Black
Cloth Front Buckets / Vinyl Rear	Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar) Passenger – 2-way manual track (fore/aft. with manual recline) Rear – 35/30/35 Split Vinyl.	96
Cloth Front Buckets / Cloth Rear	Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar). Passenger – 2-way manual track (fore/aft. with manual recline). Rear – 35/30/35 Split Cloth.	F6

COLOR OFFERINGS

EXTERIOR COLOR POLICE	Order Code	Charcoal Black
		Availability
Medium Brown Metallic	BU	■
Arizona Beige Metallic Clearcoat	E3	■
Vermillion Red	E4	■
Blue Metallic	FT	■
Smokestone Metallic	HG	■
Kodiak Brown Metallic	J1	■
Dark Toreador Red Metallic	JL	■
★ Iconic Silver Metallic	JS	■
Norsea Blue Metallic	KR	■
Dark Blue	LK	■
Royal Blue	LM	■
Light Blue Metallic	LN	■
Silver Grey Metallic	TN	■
Sterling Grey Metallic	UJ	■
Agate Black	UM	■
Medium Titanium Metallic	YG	■
Oxford White	YZ	■

★ = New for this model year

EMISSIONS

EMISSIONS STANDARD/OPTIONAL EQUIPMENT

50-STATE EMISSIONS SYSTEM 425

Standard equipment in all states

NOTE: Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine (non-hybrid)

ENGINE BLOCK HEATER 41H

MISCELLANEOUS

COV Required 79V

Priced DORA C09

SNOW PLOW USAGE

Not recommended for snow plowing.

★ = New for this model year

FUEL ECONOMY

ENGINE DISPL.	TRANSMISSION	50-STATE			
		F.E. LABEL ADJUSTED		ESTIMATED ANNUAL FUEL COST	MEMO: UNADJUSTED COMBINED
		CITY	HIGHWAY		
AWD					
3.3L V6 Direct-Injection Hybrid Engine System (AWD)	10-Speed Automatic	TBD	TBD	TBD	TBD
3.3L V6 Direct-Injection FFV (AWD)	10-Speed Automatic	TBD	TBD	TBD	TBD
3.0L V6 EcoBoost® (AWD)	10-Speed Automatic	TBD	TBD	TBD	TBD

ENGINE HORSEPOWER AND TORQUE RATINGS

ENGINE DISPL.	TRANSMISSION	NOMINAL COMPRESSION RATIO	50-STATE	
			HORSEPOWER	TORQUE
			H.P. @ RPM	FT. LBS. @ RPM
ALL				
3.3L V6 Direct-Injection Hybrid Engine System (AWD)	10-Speed Automatic	TBD	TBD	TBD
3.3L V6 Direct-Injection FFV (AWD)	10-Speed Automatic	TBD	TBD	TBD
3.0L V6 EcoBoost® (AWD)	10-Speed Automatic	TBD	TBD	TBD

FOLSOM LAKE

FORD  **THE FORD SOURCE**

12755 FOLSOM BOULEVARD
FOLSOM, CA 95630 • (916) 353-2000

2020 ORDER

PRODUCTION BEGINS 5/6/2019

K8A 4DR AWD POLICE
.119.09" WB
UM AGATE BLACK
9 CLTH BKTS/VNL R
6 EBONY
500A EQUIP GRP
.AM/FM STEREO
99B 3.3L V6 TIVCT
44U 10SPD AUTO TRAN
✓52P DR LOCK PLUNGER
CA BOARD FEES
17T CARGO DOME LAMP
19K H8 AGM BATTERY
19V R CAM ON DEMAND
21L FRONT AUX LIGHT
425 50 STATE EMISS
43A REAR AUX LIGHTS
43D COURTESY DISABL
47A ENGINE IDLE
51S DUAL LED LAMPS
52T T/TOW CLASS III
55B BLIND SPOT INFO
59B KEY CODE 1284X
60R NOISE SUPPRESS
63B SD MARKER LGHTS
63L QTR GLASS LIGHT
63V CARGO VAULT
66A FRONT HDLMP PKG
.GRILL WIRING
66C REAR LIGHT PKG
68B PERIMETER ALERT
76D DEFLECTOR PLATE
76P PRE COLL ASSIST
76R REVERSE SENSING
85R RR MOUNT PLATE
86T RR TAILLAMP HSG

DANIEL A. RAIMONDI
Fleet Director

(916) 353-2000, Ext.376
Toll Free 1-800-655-0555
Cell (916) 825-1622
Fax (916) 353-2078
danr@folsomlakeford.com

REVISION

3/7/2019

\$39,523.00
\$ 3,260.65
\$ 8.75 CA TIRE FEE

\$42,792.40 DELIVERED

LESS \$500.00 DISCOUNT
20 DAY PAYMENT

DELIVERED

INCLUDES PAINTED WHITE
ROOF AND 4 DOORS

Order Status

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Ordering Fin: QK096 End User Fin: QK096 Dealer Code(s): 72207 Body Style: All Order No.: All Total Records: 1

- [New Query](#)
- [Back](#)
- [Print](#)
- [Download to Excel](#)

Order No.	Ordering Fin	End User Fin	Ordering Dealer	Order Received	VIN / Model / Body Style / PO	Priority Code / Schedule the week of
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P023	QK096	QK096	Folsom Lake Ford, Inc. Code: 72207 12755 Folsom Blvd Folsom 956308097	03-13-2019	2020 Explorer/K8A PO: BLANK	25
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W. C. FORD

Marchut, Tim (Clayton PD)

From: Jamie or Scott Somers <ssomers007@yahoo.com>
Sent: Monday, February 11, 2019, 11:33 AM
To: Marchut, Tim (Clayton PD)
Subject: RE: 2020 Interceptor Utility
Attachments: scan0135.pdf

Tim,

As per your request here is a quote for a 2020 Police Utility Interceptor. Please see the attached for a copy of the Build Sheets. If this vehicle is ordered this week it should have a Build Week of May 20th.

Base Price: \$ 38702.30 includes Gov't Rebates
Doc Fee: \$ 85.00
Tax: \$ 3199.95
DMV Fees: \$ 38.75 for Exempt Plates
Total: \$ 42026.00

This quote is based on a Factory Order. Rebates are subject to time of purchase and may change. This quote is valid for 30 days. Please let me know if you have any questions.

Thank you,
Jamie Somers

Walnut Creek Ford
1800 N. Main St.
Walnut Creek, Ca. 94596
(925) 932-2900 Ext. 106
(925) 385-8309
ssomers007@yahoo.com

On Mon, 2/11/19, Marchut, Tim (Clayton PD) <tim.marchut@claytonpd.com> wrote:

Subject: RE: 2020 Interceptor Utility
To: "Jamie or Scott Somers" <ssomers007@yahoo.com>
Date: Monday, February 11, 2019, 3:07 AM

Jamie,

The build attached to this email is the final correct version. It has the addition of :
"43A Rear auxiliary liftgate lights
(red/blue LED lights; located beneath liftgate glass in applique panel"

Sorry
about that

Tim

VIRTCDP 

CNGP530

VEHICLE ORDER CONFIRMATION

02/11/19 14:07:03

==>

Dealer: F72022

2020 EXPLORER 4-DOOR

Page: 1 of 2

Order No: 1744 Priority: E2 Ord FIN: QK096 Order Type: 5B Price Level: 020

Ord Code: 500A Cust/Flt Name: CITY O CLAYTO PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
K8A	4DR AWD POLICE	\$40615	\$39396.00	425	50 STATE EMISS	NC NC
	.119.09" WB			43A	REAR AUX LIGHTS	395 371.00
UM	AGATE BLACK			43D	COURTESY DISABL	25 24.00
9	CLTH BKTS/VNL R			47A	ENGINE IDLE	260 245.00
6	EBONY			51S	DUAL LED LAMPS	620 583.00
500A	EQUIP GRP			52T	T/TOW CLASS III	80 75.00
	.AM/FM STEREO			55B	BLIND SPOT INFO	545 512.00
99B	3.3L V6 TIVCT	(3530)	(3318.00)	59B	KEY CODE 1284X	50 48.00
44U	10SPD AUTO TRAN	NC	NC			
52P	DR LOCK PLUNGER	160	151.00		TOTAL BASE AND OPTIONS	45350 42702.21
	CA BOARD FEES	NC	.65		TOTAL	45350 42702.21
17T	CARGO DOME LAMP	50	48.00		*THIS IS NOT AN INVOICE*	
19K	H8 AGM BATTERY	110	103.00		* MORE ORDER INFO NEXT PAGE *	
19V	R CAM ON DEMAND	230	216.00		F8=Next	
21L	FRONT AUX LIGHT	550	518.00		F3/F12=Veh Ord Menu	
	F1=Help	F2=Return to Order				
	F4=Submit	F5=Add to Library				
5006 - MORE DATA IS AVAILABLE.						QC07820

V1DP0143

2,6

VIRTC1DP

CNGP530

VEHICLE ORDER CONFIRMATION

02/11/19 14:07:30

==>

Dealer:- F72022

2020 EXPLORER 4-DOOR

Page: 2 of 2

Order No: 1744 Priority: E2 Ord FIN: QK096 Order Type: 5B Price Level: 020

Ord Code: 500A Cust/Flt Name: CITY O CLAYTO PO Number:

	RETAIL	DLR INV		RETAIL	DLR INV
60R NOISE SUPPRESS	\$100	\$94.00	153 FRT LICENSE BKT	NC	NC
63B SD MARKER LGHTS	290	273.00	SP FLT ACCT CR		(1218.00)
63L QTR GLASS LIGHT	575	540.00	FUEL CHARGE		4.56
63V CARGO VAULT	245	230.00	DEST AND DELIV	1095	1095.00
66A FRONT HDLMP PKG	895	841.00			
.GRILL WIRING			TOTAL BASE AND OPTIONS	45350	42702.21
66C REAR LIGHT PKG	455	428.00	TOTAL	45350	42702.21
68B PERIMETER ALERT	675	634.00	*THIS IS NOT AN INVOICE*		
68G RR DR/LK INOP	NC	NC			
76D DEFLECTOR PLATE	335	315.00			
76P PRE COLL ASSIST	145	136.00			
76R REVERSE SENSING	275	258.00			
85R RR MOUNT PLATE	45	42.00			
86T RR TAILLAMP HSG	60	57.00			
FLEX-FUEL					

F1=Help

F2=Return to Order

F7=Prev

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC07820

V1DP0143

2,6



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

2/11/2019

Quote ID: 17257

Order Cut Off Date: TBA

Tim Marchut
City of Clayton
Clayton Police Department

Sgt. Tim Marchut
Clayton Police Department

Clayton, California, 94517

Dear Tim Marchut,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2020 Ford Police Interceptor Utility (K8A) AWD,) and delivered to your specified location, each for

	One Unit
Contract Price	\$42,731.40
Tax (8.2500 %)	\$3,525.34
Tire fee	\$8.75
Total	\$46,265.49

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Clarke Cooper
Account Manager
Email: lidia@wondries.com
Office: (626) 380-1175
Fax: (831) 480-8497



GMC

In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

**Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076**

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

**Please contact our main office with any questions:
1-855-289-6572**

Vehicle Configuration Options

ENGINE

Code	Description
99B	ENGINE: 3.3L V6 DIRECT-INJECTION (FFV), -inc: (136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) w/H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank w/21.4-gallon

TRANSMISSION

Code	Description
44U	TRANSMISSION: 10-SPEED AUTOMATIC (44U)

PRIMARY PAINT

Code	Description
UM	AGATE BLACK

PAINT SCHEME

Code	Description
	STANDARD PAINT

SEAT TYPE

Code	Description
96	CHARCOAL BLACK, UNIQUE HD CLOTH FRONT BUCKET SEATS W/VINYL REAR, -inc: reduced bolsters, driver 6-way power track (fore/aft.up/down, tilt w/manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, w/manual recline) and built-in steel intrusion plates in both front seatbacks

AXLE RATIO

Code	Description
	3.73 AXLE RATIO, (STD)

ADDITIONAL EQUIPMENT

Code	Description
47A	POLICE ENGINE IDLE FEATURE, -inc: This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle, Allows the key to be removed from ignition while vehicle remains idling
19K	H8 AGM BATTERY (900 CCA/92-AMP)
52T	CLASS III TRAILER TOW LIGHTING PACKAGE, -inc: 4-pin and 7-pin connectors and wiring
76D	UNDERBODY DEFLECTOR PLATE, -inc: Engine and transmission shield
63B	SIDE MARKER LED SIDEVIEW MIRRORS, -inc: Located on exterior mirror housing, driver side - red / passenger side - blue, Located on backside of exterior mirror housing, LED lights only, Wiring and controller not included
51S	DUAL (DRIVER & PASSENGER) LED SPOT LAMPS (UNITY)
66A	FRONT HEADLAMP LIGHTING SOLUTION, -inc: LED low beam/high beam headlamp, wig-wag function and red/blue/white LED side warning lights (driver's side white/red / passenger

	side white/blue), Wiring and LED lights included, Controller not included, Grille LED Lights, Siren & Speaker Pre-Wiring
66C	REAR LIGHTING SOLUTION, -inc: (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) mounted to inside liftgate glass and (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open), LED lights only, Wiring and controller not included
21L	FRONT WARNING AUXILIARY LED LIGHTS, -inc: driver side - red / passenger side - blue
43A	REAR AUXILIARY LIFTGATE LIGHTS, -inc: Red/blue LED lights, Located beneath liftgate glass in applique panel
63L	REAR QUARTER GLASS SIDE MARKER LED LIGHTS, -inc: driver side - red / passenger side - blue
86T	TAIL LAMP/POLICE INTERCEPTOR HOUSING ONLY, -inc: Pre-existing holes w/standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies)
59B	KEYED ALIKE - 1284X
52P	HIDDEN DOOR-LOCK PLUNGER, -inc: rear-door controls inoperable (locks, handles and windows), Note: Can manually remove window or door disable plate w/special tool, Note: Locks/windows operable from driver's door switches
43D	DARK CAR FEATURE, -inc: Courtesy lamps disabled when any door is opened
17T	SWITCHABLE RED/WHITE LIGHTING IN CARGO AREA, -inc: Deletes 3rd row overhead map light
63V	CARGO STORAGE VAULT, -inc: lockable door and compartment light
19V	REAR CAMERA ON-DEMAND, -inc: Allows driver to enable rear camera on-demand (10-second timer)
55B	BLIS BLIND SPOT MONITORING W/CROSS TRAFFIC ALERT, -inc: Manual Fold-Away Mirrors w/Heat Without memory and without puddle lamps
76R	REVERSE SENSING SYSTEM
60A	GRILLE LED LIGHTS, SIREN & SPEAKER PRE-WIRING
60R	NOISE SUPPRESSION BONDS (GROUND STRAPS)
85R	REAR CONSOLE PLATE
68B	POLICE PERIMETER ALERT, -inc: Detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I, Doors will lock and windows will automatically go up at level II, visual display in instrument cluster w/tracking
76P	PRE-COLLISION ASSIST W/PEDESTRIAN DETECTION, -inc: forward collision warning and automatic emergency braking and unique disable switch for law enforcement use
OPTION PACKAGE	
Code	Description
500A	ORDER CODE 500A

2020 Fleet/Non-Retail Ford Police Interceptor Utility AWD

WINDOW STICKER

2020 Ford Police Interceptor Utility AWD		
CODE	MODEL	MSRP
K8A	2020 Ford Police Interceptor Utility AWD	\$40,615.00
OPTIONS		
99B	ENGINE: 3.3L V6 DIRECT-INJECTION (FFV), -inc: (136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) w/H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank w/21.4-gallon	(\$3,530.00)
44U	TRANSMISSION: 10-SPEED AUTOMATIC (44U)	\$0.00
UM	AGATE BLACK	\$0.00
	STANDARD PAINT	\$0.00
96	CHARCOAL BLACK, UNIQUE HD CLOTH FRONT BUCKET SEATS W/VINYL REAR, -inc: reduced bolsters, driver 6-way power track (fore/aft.up/down, tilt w/manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, w/manual recline) and built-in steel intrusion plates in both front seatbacks	\$0.00
	3.73 AXLE RATIO, (STD)	\$0.00
47A	POLICE ENGINE IDLE FEATURE, -inc: This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle, Allows the key to be removed from ignition while vehicle remains idling	\$260.00
19K	H8 AGM BATTERY (900 CCA/92-AMP)	\$110.00
52T	CLASS III TRAILER TOW LIGHTING PACKAGE, -inc: 4-pin and 7-pin connectors and wiring	\$80.00
76D	UNDERBODY DEFLECTOR PLATE, -inc: Engine and transmission shield	\$335.00
63B	SIDE MARKER LED SIDEVIEW MIRRORS, -inc: Located on exterior mirror housing, driver side - red / passenger side - blue, Located on backside of exterior mirror housing, LED lights only, Wiring and controller not included	\$290.00
51S	DUAL (DRIVER & PASSENGER) LED SPOT LAMPS (UNITY)	\$620.00
66A	FRONT HEADLAMP LIGHTING SOLUTION, -inc: LED low beam/high beam headlamp, wig-wag function and red/blue/white LED side warning lights (driver's side white/red / passenger side white/blue), Wiring and LED lights included, Controller not included, Grille LED Lights, Siren & Speaker Pre-Wiring	\$895.00
66C	REAR LIGHTING SOLUTION, -inc: (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) mounted to inside liftgate glass and (2) backlit flashing linear high-intensity LED lights (driver's side red/passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open), LED lights only, Wiring and controller not included	\$455.00
21L	FRONT WARNING AUXILIARY LED LIGHTS, -inc: driver side - red / passenger side - blue	\$550.00
43A	REAR AUXILIARY LIFTGATE LIGHTS, -inc: Red/blue LED lights, Located beneath liftgate glass in applique panel	\$395.00
63L	REAR QUARTER GLASS SIDE MARKER LED LIGHTS, -inc: driver side - red / passenger side - blue	\$575.00
86T	TAIL LAMP/POLICE INTERCEPTOR HOUSING ONLY, -inc: Pre-existing holes w/standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies)	\$60.00
59B	KEYED ALIKE - 1284X	\$50.00
52P	HIDDEN DOOR-LOCK PLUNGER, -inc: rear-door controls inoperable (locks, handles and windows), Note: Can manually remove window or door disable plate w/special tool, Note: Locks/windows	\$160.00

	operable from driver's door switches	
43D	DARK CAR FEATURE, -inc: Courtesy lamps disabled when any door is opened	\$25.00
17T	SWITCHABLE RED/WHITE LIGHTING IN CARGO AREA, -inc: Deletes 3rd row overhead map light	\$50.00
63V	CARGO STORAGE VAULT, -inc: lockable door and compartment light	\$245.00
19V	REAR CAMERA ON-DEMAND, -inc: Allows driver to enable rear camera on-demand (10-second timer)	\$230.00
55B	BLIS BLIND SPOT MONITORING W/CROSS TRAFFIC ALERT, -inc: Manual Fold-Away Mirrors w/Heat Without memory and without puddle lamps	\$545.00
76R	REVERSE SENSING SYSTEM	\$275.00
60A	GRILLE LED LIGHTS, SIREN & SPEAKER PRE-WIRING	INC
60R	NOISE SUPPRESSION BONDS (GROUND STRAPS)	\$100.00
85R	REAR CONSOLE PLATE	\$45.00
68B	POLICE PERIMETER ALERT, -inc: Detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I, Doors will lock and windows will automatically go up at level II, visual display in instrument cluster w/tracking	\$675.00
76P	PRE-COLLISION ASSIST W/PEDESTRIAN DETECTION, -inc: forward collision warning and automatic emergency braking and unique disable switch for law enforcement use	\$145.00
500A	ORDER CODE 500A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$44,255.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,095.00
TOTAL PRICE	\$45,350.00

Est City: N/A MPG
 Est Highway: N/A MPG
 Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment**MECHANICAL**

Engine: 3.3L V6 Direct-Injection Hybrid System -inc: (136-MPH Top Speed)
Transmission: 10-Speed Automatic
3.73 Axle Ratio
GVWR: TBD
50 State Emission System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.
Transmission w/Oil Cooler
Automatic Full-Time All-Wheel Drive
Engine Oil Cooler
80-Amp/Hr 800CCA Maintenance-Free Battery
Hybrid Electric Motor 220 Amp Alternator
Class III Towing Equipment -inc: Hitch
Police/Fire
1670# Maximum Payload
Gas-Pressurized Shock Absorbers
Front And Rear Anti-Roll Bars
Electric Power-Assist Steering
19 Gal. Fuel Tank
Dual Stainless Steel Exhaust
Permanent Locking Hubs
Strut Front Suspension w/Coil Springs
Multi-Link Rear Suspension w/Coil Springs
Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Lithium Ion Traction Battery

EXTERIOR

Wheels: 18" x 8" 5-Spoke Painted Black Steel -inc: center caps and full size spare
Tires: 255/60R18 AS BSW
Steel Spare Wheel
Spare Tire Mounted Inside Under Cargo
Clearcoat Paint
Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent
Body-Colored Bodyside Cladding and Black Wheel Well Trim
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles

Black Power Side Mirrors w/Convex Spotter and Manual Folding
Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster
Deep Tinted Glass
Speed Sensitive Variable Intermittent Wipers
Front Windshield -inc: Sun-Visor-Strip
Galvanized Steel/Aluminum Panels
Lip Spoiler
Black Grille
Liftgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Fully Automatic Projector Beam Led Low/High Beam Headlamps
LED Brakelights

ENTERTAINMENT

Radio: AM/FM/MP3 Capable -inc: clock, 4 speakers, 1 USB port and 4.2" color LCD screen center stack Smart Display
Radio w/Seek-Scan, Speed Compensated Volume Control and Steering Wheel Controls
Streaming Audio
Integrated Roof Antenna
Wireless Phone Connectivity
1 LCD Monitor In The Front

INTERIOR

8-Way Driver Seat
Passenger Seat
35-30-35 Folding Split-Bench Front Facing Fold Forward Seatback Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows and Fixed 3rd Row Windows
Remote Releases -Inc: Power Cargo Access
Cruise Control w/Steering Wheel Controls
Dual Zone Front Automatic Air Conditioning
HVAC -inc: Underseat Ducts
Locking Glove Box
Driver Foot Rest
Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, driver 6-way power track (fore/aft.up/down, tilt w/manual recline, 2-way manual lumbar, passenger 2-way manual track (fore/aft, w/manual recline) and built-in steel intrusion plates in both front seatbacks
Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert and Metal-Look Interior Accents

Full Cloth Headliner
Urethane Gear Shift Knob
Day-Night Rearview Mirror
Driver And Passenger Visor Vanity Mirrors
Mini Overhead Console w/Storage and 2 12V-DC Power Outlets
Front And Rear Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Carpet Floor Trim
Cargo Features -inc: Cargo Tray/Organizer
Cargo Space Lights
Smart Device Integration
Dashboard Storage, Driver And Passenger Door Bins
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Systems Monitor
Redundant Digital Speedometer
Trip Computer
Analog Display
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints
2 12V DC Power Outlets
Air Filtration

SAFETY

Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Passenger Knee Airbag
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Back-Up Camera w/Washer



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PLEASANT HILL FASTSIGNS

2835 Contra Costa Blvd Ste. D Phone: (925) 476-5163
Pleasant Hill, CA 94523 Fax: (925) 933-2679
Email: 16@fastsigns.com

ESTIMATE:

PH 25776

Estimate Date: 2/25/2019 10:53:04AM
Salesperson: Christer Holm
Entered By: Christer Holm
Date Printed: 2/25/2019 10:53:54AM

Page 1 of 1

Project Description: INSTALLED - POLICE CAR GRAPHICS 2020 Ford Explorer Interceptor Utility

Customer: CLAYTON POLICE
Ordered by: TIM MARCHUT
Phone: (925) 437-2103

6000 HERITAGE TRAIL
CLAYTON, CA 94517

Email: TIM.MARCHUT@CLAYTONPD.CO

Dear TIM:

THIS ESTIMATE MAY CHANGE WITH ADDITIONS OR CHANGES TO ITEMS QUOTED.

Sincerely,

Christer Holm
Customer Service Rep

PRODUCT	DESCRIPTION	QTY	SIDES	H x W	UNIT COST	TOTALS
RTA	* RTA Lettering (Based on Total Area, Height by Width)	1	1	1 x 1	\$375.00	\$375.00
Color: SAPPHIRE/WHITE						
Text: POLICE EMBLEM ON BOTH SIDES OF CAR SPANNING ACROSS FRONT & REAR DOORS LETTERING ON TRUNK LIP, #1744 SMALL VEHICLE IDENTIFICATION #S (4-SETS) X1) 1744 (ROOF) RTA						
MISC	* 3M Scotchgard Clear Paint Protection for rear doors	1	1	30 x 6	\$125.00	\$125.00
MISC	* NON-TAXED LABOR	1	1	0 x 0	\$225.00	\$225.00
Text: INSTALLATION						

TERMS: Payment due upon completion of order.

ESTIMATE RECEIVED/APPROVED BY:

X _____ / /
CUSTOMER SIGNATURE DATE
P.O./Credit Card # _____ Exp: /

Line Item Total:	\$725.00
Tax Exempt Amt:	\$125.00
Subtotal:	\$725.00
Taxes:	\$52.50
Total:	\$777.50

Deposit Required: \$388.75

Bill To: CLAYTON POLICE
Attention: TIM MARCHUT
6000 HERITAGE TRAIL
CLAYTON, CA 94517

**Thank You for choosing
FASTSIGNS**

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Sales Quote

Page: 1

661 Garcia Avenue Pittsburg, CA 94565
 Phone: 925-370-2144 Fax: 925-370-2087

Quote Number: 17747
 Document Date: 5/21/2019
 Terms: Net 30
 Payment Method:

Sell Clayton Police Department
 To: Tim Marchut
 6000 Heritage Trail
 Clayton, CA 94517
 Phone: 925-437-2103

Ship Clayton Police Department
 To: Tim Marchut
 6000 Heritage Trail
 Clayton, CA 94517
 Phone:

Ship Via Installation
 Location: Lehr - Pittsburg
 Blanket PO:

Customer ID 1656
 SalesPerson Mike McGee

Vehicle Information:

2020 FORD UTILITY, Color: B/W

Item No.	Description	Category	Quantity	Unit Price	Total Price
Z3	SIREN CONTROLER	CODE 3	1	795.00	795.00
Z3-SWIF	STEER WHEEL MOD	CODE 3	1	150.00	150.00
Z3HUB	Z3 HUB	CODE 3	1	99.51	99.51
C3100PIU-2	100W SPEAKER & BRACKET P/S SINGLE/DUAL PIU 15+ Bracket	CODE 3	1	169.49	169.49
C3100X	SPEAKER ONLY	CODE 3	1	135.00	135.00
3450	SIREN AMP	CODE 3	1	290.80	290.80
P47-CLAYTON	47" DUAL LEVEL Config # 131359	WHELEN	1	2,165.00	2,165.00
PK1134ITU20TM	8XL 1/2 Coated 1/2 Vinyl Mesh Tall Man Setina	SETINA	1	655.20	655.20
GK11191B1SHKSSCA	DUAL T-RAIL GUN MT 1 BLAC-RAC LOCK/1 SHOTGUN LOCK	SETINABLR C	1	740.05	740.05
QK2121ITU20	REPL SEAT SMART BELT W/CENTER PULL SEAT BELT	SETINA	1	1,039.20	1,039.20
PK0123ITU202ND	#12VS VINYL COATED EXP METAL REAR PARTITION	SETINA	1	351.20	351.20
TK0241ITU20	CARGO BOX DSC-DRAWER/SLD/COMBO BSN- BASE/SLD/NO LK	SETINA	1	1,146.65	1,146.65
TPA9289	LOWER RADIO TRAY	SETINA	1	324.70	324.70
MCRNTR	MICRON RED STUD	WHELENPR	1	87.68	87.68
MCRNTB	MICRON BLU STUD	WHELENPR	1	87.68	87.68
CW0411	COMPARTMENT LHT REAR HATCH	CODE 3	1	79.88	79.88
HB6PAK-PI-R	TWST LK HB RED	CODE 3	1	78.43	78.43
HB6PAK-PI-B	TWST LK HB BLUE	CODE 3	1	78.43	78.43
MMSU-1	MAGNETIC MIC KIT	MAGMIC	2	29.75	59.50
CC-C08	18' CONSOLE	TROY PRO	1	350.44	350.44
FP-C3-Z3	FACE PLATE 4"	TROY PRO	1		
FP-MXTL2500	FACE PLATE 3"	TROY PRO	1		
AC-INBHG	4" INTERNAL BEVERAGE HOLDER	TROY PRO	1	39.37	39.37
FP-AP12CUS	FACE PLATE 2"	TROY PRO	1	7.87	7.87
091-249	USB/AUX MODULE	KUSSMAUL	1	36.00	36.00
AC-TB-ARMNT-LP	Arm rest, Swivel, Low Profile	TROY PRO	1	162.75	162.75
TM-5126-PIU-V2	ON-DASH MNT FOR TABLET/MONITOR-UTIL	HINT	1	607.50	607.50
AP-VESA-75	VESA PLATE	HINT	1	49.50	49.50
MR6-W	MR6 LIGHT WHT	CODE 3	2	85.865	171.73



Sales Quote

Page: 2

661 Garcia Avenue Pittsburg, CA 94565
 Phone: 925-370-2144 Fax: 925-370-2087

Quote Number: 17747
 Document Date: 5/21/2019
 Terms: Net 30
 Payment Method:

Sell Clayton Police Department
 To: Tim Marchut
 6000 Heritage Trail
 Clayton, CA 94517
 Phone: 925-437-2103

Ship Clayton Police Department
 To: Tim Marchut
 6000 Heritage Trail
 Clayton, CA 94517
 Phone:

Ship Via Installation
 Location: Lehr - Pittsburg
 Blanket PO:

Customer ID 1656
 SalesPerson Mike McGee

Vehicle Information:

2020 FORD UTILITY, Color: B/W

Item No.	Description	Category	Quantity	Unit Price	Total Price
RBM-PIU	BUMPER BRKTS	CODE 3	1	34.02	34.02
	REAR REVERSE LIGHTS				
NP3BB	NANO-3 PIONEER BAIL MT 12V BLK	WHELEN	2	145.60	291.20
	FRONT GRILL				
3SC0CDCR	COMPARTMENT LIGHT	WHELEN	2	52.50	105.00
	PASSENGER AREA				
B500T	FIRE EXTINGUISHER 5LB ABC DRY CHEMICAL	MISC	1	70.00	70.00
CO400	CO2 ALARM	MISC	1	23.00	23.00
INSTALL	INSTALL MATERIALS	OTHER	1	125.00	125.00
03-0211	PI UTILITY HARNESS-FRONT MNT	PATROLPO	1	695.00	695.00
I	INSTALLATION CHARGES	LABOR	1	3,450.00	3,450.00
F	Shipping Charges	OTHER	1	250.00	250.00
	Customer Supplied Materials				
	Mobile Radio - GJ CF33 Dock - Power Supply				
	Keyboard - Cradlepoint -				
MISC	Miscellaneous Item	OTHER	1	650.00	650.00
	EcoLock Estimate for 2020				
	OEM Options				
	66A - 86T - 66C - 21L				
	43A - 63L - 63B				

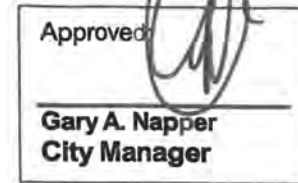
Amount Subject to Sales Tax 15401.78
 Amount Exempt from Sales Tax 250.00

Subtotal: \$15,651.78
 Total Sales Tax: \$1,270.65
Total: \$16,922.43



Agenda Date: 6-04-2019

Agenda Item: 3d



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Jim Warburton, Maintenance Supervisor

DATE: June 4, 2019

SUBJECT: Authorize contracting with Waraner Brothers Tree Service for tree trimming in the Landscape Maintenance District, creeks, trails, and city parks.

RECOMMENDATION

Authorize contracting with Waraner Brothers Tree Service for the following work and appropriation of funds as listed below:

1. Trim trees on Clayton Road, Marsh Creek Rd, and Clayton Rd.; remove stumps on medians from Oakhurst Blvd. to Regency Dr. to prepare for replanting; trim, thin and clear dead brush, and remove fallen trees and obstructions from trails and creek areas within the boundaries of the LMD [Fund 210 (Landscape Maintenance District)]
2. Trim trees in Lydia Park, North Valley Park and Stranahan Park [account 101-7440-03]
3. Trim trees in The Grove Park [Fund 211 (Grove Park Assessment District)]
4. Trim trees in Clayton Community Park [account 101-7440-09]

BACKGROUND

The City owned trees are a major asset to the City of Clayton's beauty. They provide shade in the summer months and protection from winds and rain in the winter. They also provide a sound barrier between city streets and neighboring houses to our roadways.

It is essential to raise these mature tree canopies and trim back from harm's way of large trucks, and to thin out periodically to prevent branches from breakage. The majority of these trees have not been trimmed for several years and have been damaged by trucks, storms and high winds in the recent past. Over time the trees have also increased in height and density, and City Maintenance no longer has the equipment or staffing to periodically address; it is therefore necessary to contract out this work. Staff is planning to replace dead trees in medians on Clayton Rd. and Marsh Creek Rd. between Oakhurst Blvd. to Regency Drive.

DISCUSSION

The arterial roadway landscaping and creekside trails areas are located within and funded from the Landscape Maintenance Assessment District. Over time these mature trees, which the City specifically watered during the extended drought, have increased in height and density, and are in need of raising, thinning and trimming. There is also a need to clear dead brush, remove fallen trees and obstructions from trails and creek areas within the boundaries of the LMD. City Maintenance does not have the equipment or staffing to periodically address and it is therefore necessary to contract out this work.

There are numerous existing tree stumps on Clayton Road and Marsh Creek Road medians (from Oakhurst Blvd. to Regency Dr.) from trees that died and been cut down; a few stumps have been removed by City Staff in the past. There are many additional stumps remaining that need to be removed to prepare for the planting of new trees. City staff does not have the staffing resources to undertake removal of the remaining stumps and it is therefore necessary to contract out this work.

The City's park trees are in need of raising, thinning and trimming. Over time the trees have also increased in height and density, and City Maintenance does not have the equipment or staffing to periodically address and it is therefore necessary to contract out this work.

City Maintenance staff contacted various tree companies to obtain written quotes for the above work. Due to the dispersed areas involved, all companies stated they would only bid as time and materials. The lowest bid received was from Waraner Brothers Tree Service at \$225 per hour which includes a three man crew and bucket truck. The contractor will also be responsible for any needed traffic control (i.e.: lane closures and signage).

RECEIPT OF QUOTES

1. Waraner Brothers Tree Service:
Three man crew including bucket truck \$225.00 per hour

2. Hamilton Tree Service:
Three Man Crew, \$300.00 per hour
Bucket truck \$100.00 per hour

3. Stewarts Tree Service:
Tree Trimmer and Ground Man \$330.00 per hour.
Box truck and Chipper, \$105 per hour
High Ranger Bucket Truck N/A

FISCAL IMPACT

Financial resources have been budgeted in the above described accounts to fund this work.

CRISTINE BALLARD
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

Agenda Date: 6-04-2019

Agenda Item: 4a

RENEE CULP
for
"Making A Difference"
in
the *City of Clayton*
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

SHAY KORNFELD
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

TEDDY McDAVITT
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

AARON MIKUNI
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

LAURIE PARKER
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

ALEXANDRA PIKE
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019

GREGORY ROSEWELL
for
"Making A Difference"
in
the City of Clayton
by being an Outstanding
Teacher, Mentor and/or Coach
June 2019



Agenda Date: 6-04-2019

Agenda Item: 7a

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KEVIN MIZUNO, FINANCE MANAGER, CPA

DATE: JUNE 4, 2019

SUBJECT: PUBLIC HEARING ON THE PROPOSED CITY OF CLAYTON BUDGET FOR FISCAL YEAR 2019-20, ITS 5-YEAR CAPITAL IMPROVEMENT BUDGET (CIP) FOR FISCAL YEARS 2019-20 THROUGH 2023-24, AND ADOPTION OF THE CITY EMPLOYEE SALARY SCHEDULE FOR FY 2019-20

RECOMMENDATION

It is recommended the City Council: (1) Receive the staff report and presentation; (2) Open the Public Hearing and receive public comments; (3) Close the Public Hearing; (4) Provide any final budget modifications; and then (5) By motion adopt a Resolution approving a City Budget for the fiscal year ending June 30, 2020 (FY 2019-20), a 5 year CIP Budget for FYs 2019-20 through 2023-2024, and the City Employee Salary Schedule for FY 2019-20.

BACKGROUND

On an annual basis, the City Council is required by State law and its Municipal Code to adopt a budget with the goal of matching the various needs of the community with the limited financial resources necessary to provide those services. This City Council also adopts a multi-year CIP budget that appropriates funds for various capital projects based on priority. City staff has prepared the City of Clayton FY 2019-20 Proposed Budget, which includes the operational budgets for the City's General Fund, Special Funds, and Fiduciary Funds as well as the five year rolling CIP budget.

The Council-appointed budget sub-committee of Council Member Diaz and Council Member Wan met with the City Manager and the Finance Manager on April 23, 2019 to review and critique the assembled budget information and available materials. The budget figures discussed have the support of the Sub-committee for submittal to the City Council, which have been incorporated into the attached Proposed Budget. At a regularly scheduled meeting of the Clayton City Council on May 21, 2019, introduction and review of the proposed operational and capital improvement budgets of the City were provided by the Finance Manager.

DISCUSSION

General Fund Budget

The Proposed Budget highlights FY 2018-19 is projected to close with a positive undesignated General Fund reserve balance of **\$5,524,695**. This beginning FY 2019-20 reserve balance equals approximately **1.16** times proposed General Fund expenditures for FY 2019-20. When subtracting \$250,000 of never to be touched "catastrophic reserves" from this reserve balance, net General Fund estimated reserves at July 1, 2019 total approximately **1.12** times the proposed FY 2019-20 General Fund expenditure budget. This is substantially greater than the practicing Policy Goal of the City Council to establish and retain an undesignated reserve of 50% relative to the annual General Fund Budget. The proposed General Fund budget for FY 2019-20 is balanced and projects an operational excess of **\$39,750** without carrying any operational contingencies.

Proposition 4 Appropriations Limit

Relative to its audit of the City's most recently issued comprehensive annual financial report (CAFR) for FY 2017-18, the City's independent auditors, Cropper Accountancy Corporation (Cropper), performed agreed-upon-procedures over the City Council adopted Appropriations Limit for FY 2018-19. The procedures were based on guidelines issued by the League of California Cities and were performed to assist the City in meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. Based on the procedures performed by Cropper and as solidified in its September 28, 2018 report, no exceptions were noted. The City has contracted with Cropper to perform the same required agreed-upon-procedures over the City's FY 2019-20 Appropriations Limit concurrently with its audit of the City's FY 2018-19 CAFR. The independently reviewed FY 2018-19 Appropriations Limit figure is used as a starting point figure for the calculation of the FY 2019-20 Appropriations Limit and is adjusted using an economic and population statistical methodology published annually by the California Department of Finance (Attachment 2).

In 1978, the California electorate voted to end the perceived runaway "tax and spend" practices of local governments by restricting the amount of annual growth in tax money expenditures allowed for each public entity. This tax limit, known as the "Gann Appropriations Limitation" (Proposition No. 4), remains in law today. As part of the annual budget cycle, it is incumbent upon each public entity to calculate and declare its associated compliance with this tax limitation.

After applying the specified adjustments, our new statutory tax limitation would allow the City to spend \$11,467,664 in tax revenues over the next twelve months ending June 30, 2020. The City-wide Proposed Budget submitted for adoption this year contains only \$4,920,352 in tax revenues subject to the limit, which is still a wide gap from the City's voter-imposed Appropriations Limit.

The reality of the above mathematical exercise is that the City of Clayton receives less than one-half (42.9%) of its containment-cap taxes permissible under this former proposition imposed on local governments by tax-weary voters in California. In other words (in tax

limitation theory), the City of Clayton could levy and appropriate an additional \$6,547,312 of annual tax revenues in our local services, *if such taxes were approved and available from within our community.*

Planning Commission Conformance Finding

Section 65401 of the California Government Code requires each planning commission of a public agency to determine if projects proposed in a city's capital improvement program (CIP) for the upcoming fiscal year are in conformity with the jurisdiction's adopted General Plan. At its regular public meeting held on May 28, 2019, the Clayton Planning Commission did consider the City's proposed 5-Year Capital Improvement Program (CIP) for Fiscal Years 2019-20 through 2023-24 and did, by attached Resolution No. 03-19 (Attachment 4), determine a finding of conformity as required.

Summation

Despite limited local resources and under the seemingly continuous threat of new unfunded State-mandates and creative ways to generate new State revenues by re-engineering, re-directing, and consequently complicating local revenue sources (i.e. RDA dissolution in 2012, sales tax "triple flip" in 2004, VLF-property tax "swap" in 2004, etc.), the City of Clayton continues to rebound and manage all necessary adjustments to propose responsible municipal services with balanced budgets. Once again, the City's FY 2019-20 operating and capital budgets are no exception to this, proposing a balanced General Fund budget with operational excess and without any reductions to public services. The FY 2019-20 proposed budget also plans for capital investment in public landscaping and parks, street repairs and essential replacements to the ever-maturing police and City-wide maintenance and patrol fleet.

The City of Clayton has a legacy of being a quality community supported by quality public services and civic volunteerism. On behalf of the City organization, we look forward to working with the City Council in the coming fiscal year to maintain our pursuit of excellence in local government.

FISCAL IMPACT

If adopted as proposed, the City's General Fund operational budget for FY 2019-20 would be \$4,774,450. The total City-wide operating and capital budget for all City funds would be \$13,377,663. A detailed fiscal analysis narrative of the budget is included in the Budget Message section of the Proposed Budget (Attachment 3).

Attachment 1 – Resolution adopting City Budget [4 pages]

- Exhibit A: Appropriations Limit Calculation [1 page]
- Exhibit B: Employee Compensation Schedule FY 2019-20 [1 page]

Attachment 2 – May 2019 California Department of Finance Price Factor and Population Information Letter [3 pages]

Attachment 3 – Proposed FY 2019-2020 City Budget and 5-Year CIP Budget [185 pages]

Attachment 4 – Clayton Planning Commission Resolution No. 03-19 [8 pages]

RESOLUTION NO. __ - 2019

A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE CITY OF CLAYTON FOR THE 2019-2020 FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020, ADOPTING THE 2019-2020 APPROPRIATIONS LIMIT, AND ADOPTING THE CITY EMPLOYEE SALARY SCHEDULE FOR FISCAL YEAR 2019-20

THE CITY COUNCIL
City of Clayton, California

WHEREAS, on May 21, 2019 the City Manager and the Finance Manager did prepare, submit and present to the Clayton City Council the proposed budgets for operation of the City of Clayton in Fiscal Year 2019-20 commencing July 1, 2019; and

WHEREAS, on June 4, 2019, a Public Hearing was set and duly held on the proposed budgets whereat opportunities were provided accordingly for members of the public to offer comments and provide input on the fiscal plans presented; and

WHEREAS, after due consideration and review, the Clayton City Council finds it is in the best interest of the general health, welfare and safety of this City, its citizens and businesspersons, to formally adopt a financial plan governing the receipt and expenditure of public monies in Fiscal Year 2019-2020; and

WHEREAS, Section 7910 of the California Government Code and Article XIII B of the California Constitution, established by Proposition 4, requires the adoption of an annual Appropriations Limit for each fiscal year; and

WHEREAS, this Appropriations Limit fixes the amount of general tax revenue that can be appropriated in a given fiscal year; and

WHEREAS, the Fiscal Year 2019-2020 Appropriations Limit is based upon the prior year's City Council adopted Appropriation Limit adjusted for the change in County population and the change in State per capita income; and

WHEREAS, City staff has calculated the fiscal year 2019-2020 Appropriations Limit to be \$11,467,664 while the City's annual tax proceeds total \$4,920,352, an amount less than one-half (42.9%) of the City's allowable tax expenditure cap.

NOW, THEREFORE, BE IT RESOLVED the City Council of Clayton, California does hereby adopt the budget revenue by fund for the City of Clayton for the Fiscal Year commencing July 1, 2019 and ending June 30, 2020 as follows:

FUND	2019-20 REVENUES
General Fund – Fund No. 101	\$ 4,814,200
HUTA Gas Taxes – Fund No. 201	348,190
RMRA Gas Taxes – Fund No. 202	190,200
Landscape Maintenance District – Fund No. 210	1,175,398
The Grove Park Maintenance District – Fund 211	145,410
Oakhurst Geological Hazard Abatement District – Fund No. 212	42,912
Presley GHAD Settlement – Fund 213	1,500
Street Light Assessment District – Fund No. 214	127,791
Stormwater Assessment – Fund No. 216	136,705
High Street Bridge Assessment District – Fund No. 217	1,874
Oak Street Bridge Assessment District – Fund No. 218	1,850
Measure "J" Fund – Fund No. 220	330,938
Lydia Lane Sewer Assessment District – Fund No. 222	18,000
Oak Street Sewer Assessment District – Fund No. 223	11,835
Restricted Grants – Fund No. 230	152,200
Diablo Estates at Clayton BAD – Fund No. 231	91,015
Development Impact Fees – Fund No. 304	10,000
Clayton Financing Authority – Fund 405	10,000
Middle School CFD – Fund No. 420	391,794
Middle School Refunding – Fund 422	404,587
Self Insurance Fund – Fund No. 501	600
Capital Equipment Replacement Fund – Fund No. 502	115,600
Pension Rate Stabilization Fund – Fund No. 503	4,000
Endeavor Hall – Fund No. 702	30,000
Successor Agency (Former RDA) – Fund No. 615	878,288
Successor Housing Agency – Fund No. 616	121,400

TOTAL REVENUE: \$ 9,556,287 ; and

BE IT FURTHER RESOLVED the budget appropriations by fund for the City of Clayton for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 are adopted as follows:

FUND	2019-20 APPROPRIATIONS
General Fund – Fund No. 101	\$ 4,774,450
HUTA Gas Taxes – Fund No. 201	550,095
RMRA Gas Taxes – Fund No. 202	359,147
Landscape Maintenance District – Fund No. 210	1,520,507
The Grove Park Maintenance District – Fund 211	123,040
Oakhurst Geological Hazard Abatement District – Fund No. 212	47,467
Street Light Assessment District – Fund No. 214	161,440
Stormwater Assessment – Fund No. 216	187,660
High Street Bridge Assessment District – Fund No. 217	1,454

Measure "J" Fund – Fund No. 220	385,772
Lydia Lane Sewer Assessment District – Fund No. 222	18,214
Oak Street Sewer Assessment District – Fund No. 223	11,755
Restricted Grants – Fund No. 230	186,491
Diablo Estates at Clayton BAD – Fund No. 231	67,647
Development Impact Fees – Fund No. 304	48,330
Middle School CFD – Fund No. 420	440,972
Middle School Refunding – Fund 422	420,075
Self Insurance Fund – Fund No. 501	6,300
Capital Equipment Replacement Fund – Fund No. 502	130,000
Endeavor Hall – Fund No. 702	33,270
Successor Agency (Former RDA) – Fund No. 615	867,351
Successor Housing Agency – Fund No. 616	39,855

TOTAL APPROPRIATIONS: \$ 10,381,292 ; and

BE IT FURTHER RESOLVED the 5-Year Capital Improvement Program (CIP) Budget of the City of Clayton for the fiscal years commencing July 1, 2019 and ending June 30, 2024 is hereby adopted with the following CIP Projects scheduled for undertaking in FY 2019-20:

PROJECT	2019-20 APPROPRIATIONS
Pine Hollow Road Upgrades (CIP 10379)	\$ 1,013,319
Downtown Economic Development (CIP 10400)	3,000
El Molino Drive Sanitary Sewer Improvements (CIP 10422)	510,000
Clayton Community Park Lower Field Rehabilitation (CIP 10440)	100,000
North Valley Playground Rehabilitation (CIP 10442)	168,575
Oak/Grassland Savanna Management (CIP 10446)	100,000
Emergency Auxiliary Power (CIP 10447)	100,000
School Intersection Improvement (CIP 10448)	100,000
2020 Neighborhood Streets Repave (CIP 10449)	599,477
Downtown Pedestrian Improvement (CIP 10450)	252,000
Green Infrastructure Plan (CIP 10451)	50,000
	<u>\$ 2,996,371</u> ; and

BE IT FURTHER RESOLVED the appropriations listed above constitute the budget for the Fiscal Year 2019-2020 and the City Manager is herein authorized to transfer appropriations within the control accounts as deemed necessary, provided no change is made in the total amount designated for any one fund; and

BE IT FURTHER RESOLVED the City Council of Clayton does hereby find and determine it has complied with all of the provisions of Article XIII B of the California Constitution in determining the annual Appropriations Limit for Fiscal Year 2019-2020; and

BE IT FURTHER RESOLVED pursuant to Government Code Section 7910 and Article XIII B of the California Constitution the approved Appropriations Limit for fiscal year 2019-2020 is hereby established at \$11,467,664 as shown in "Exhibit A"; and

BE IT FURTHER RESOLVED the City Council hereby adopts the current employee salary schedule, labeled as "Exhibit B", and incorporated herein as if fully set forth in said Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California during a public hearing at a regular public meeting thereof held on the 4th day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Tuija Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk

City of Clayton Appropriations Limit FY 2019-20

FY 2018-19 Appropriations Limit:	\$ 10,965,766
A. Change in California Per Capita Cost of Living (Converted to a Ratio)	1.03850
B. Greater of the Change in Population (Converted to a Ratio) (Converted to a Ratio)	
City of Clayton (0.19%)	1.00190
County of Contra Costa (0.70%)	1.00700
	1.00700
Compound Adjustment Factor (A multiplied by B)	1.04577
FY 2019-20 Appropriations Limit:	11,467,664
Estimated Appropriations Subject to Limit:	4,920,352
	42.9%
Available Annual Tax Gap:	\$ 6,547,312

City of Clayton - Employee Compensation Schedule Fiscal Year 2019-20

Full-Time Equivalent Monthly Compensation					
Elected / Appointed Officials	All				
Council Member	\$ 470				
Planning Commissioner	\$ 120				
	Step Level				
Administration	A	B	C	D	E
City Manager	\$ 14,123	\$ 14,830	\$ 15,572	\$ 16,351	\$ 17,169
Assistant to the City Manager	\$ 6,768	\$ 7,107	\$ 7,462	\$ 7,835	\$ 8,227
City Clerk / HR Manager	\$ 5,994	\$ 6,295	\$ 6,609	\$ 6,940	\$ 7,287
Finance	A	B	C	D	E
Finance Manager	\$ 9,100	\$ 9,555	\$ 10,032	\$ 10,533	\$ 11,060
Accounting Technician	\$ 4,698	\$ 4,932	\$ 5,179	\$ 5,438	\$ 5,710
Office Assistant / Code Enforcement Officer	\$ 3,910	\$ 4,106	\$ 4,312	\$ 4,528	\$ 4,754
Public Works	A	B	C	D	E
Maintenance Supervisor	\$ 5,714	\$ 6,000	\$ 6,300	\$ 6,615	\$ 6,945
Maintenance Senior	\$ 4,714	\$ 4,950	\$ 5,197	\$ 5,456	\$ 5,730
Maintenance Worker I	\$ 3,902	\$ 4,097	\$ 4,302	\$ 4,517	\$ 4,743
Maintenance Worker II	\$ 4,302	\$ 4,517	\$ 4,743	\$ 4,981	\$ 5,230
Community Development	A	B	C	D	E
Community Development Director	\$ 9,100	\$ 9,555	\$ 10,032	\$ 10,533	\$ 11,060
Assistant Planner	\$ 5,995	\$ 6,295	\$ 6,609	\$ 6,940	\$ 7,287
Police	A	B	C	D	E
Chief of Police	\$ 9,787	\$ 10,276	\$ 10,790	\$ 11,329	\$ 11,895
Police Sergeant	\$ 6,725	\$ 7,061	\$ 7,414	\$ 7,785	\$ 8,174
Police Officer	\$ 5,723	\$ 6,009	\$ 6,310	\$ 6,625	\$ 6,957
Police Office Coordinator	\$ 4,419	\$ 4,640	\$ 4,873	\$ 5,117	\$ 5,372
Police Admin Clerk	\$ 3,910	\$ 4,106	\$ 4,312	\$ 4,528	\$ 4,754

- Schedule incorporates base salary ranges as per the terms of the one (1) year Miscellaneous Group labor negotiation agreement effective through June 30, 2020 scheduled to be presented to the City Council for approval at the regularly scheduled June 4, 2019 City Council meeting.
- Schedule incorporates base salary ranges as per the terms of the three (3) year Police Officers Association (POA) labor negotiation agreement effective through June 30, 2021 and presented to the City Council for approval at the regularly scheduled June 19, 2018 City Council meeting.
- Schedule incorporates base salary ranges as per the terms of the City Manager contract effective October 29, 2001 last amended by the City Council on December 5, 2017.
- Uniform allowance for all sworn public safety officers: \$450 bi-annually.
- Bi-lingual pay based on eligibility: \$75/month.
- Car Allowance: Chief of Police \$370/month; Community Development Director: \$345/month; Assistant to City Manager: \$345/month; City Manager \$500/month.

**DEPARTMENT OF
FINANCE****GAVIN NEWSOM - GOVERNOR**
515 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May 2019

Dear Fiscal Officer:

Subject: Price Factor and Population Information**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2019, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2019-20. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2019-20 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

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

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

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. Finance will certify the higher estimate to the State Controller by June 1, 2019.

Please Note: The prior year's city population estimates may be revised.

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

KEELY BOSLER
Director
By:

Vivek Viswanathan
Chief Deputy Director

Attachment

May 2019

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2019-20 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2019-20	3.85

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2019-20 appropriation limit.

2019-20:

Per Capita Cost of Living Change = 3.85 percent
 Population Change = 0.47 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.85 + 100}{100} = 1.0385$

Population converted to a ratio: $\frac{0.47 + 100}{100} = 1.0047$

Calculation of factor for FY 2019-20: $1.0385 \times 1.0047 = 1.0434$

County City	Percent Change 2018-2019	--- Population Minus Exclusions ---		Total Population
		1-1-18	1-1-19	1-1-2019
Contra Costa				
Antioch	0.56	113,266	113,901	113,901
Brentwood	2.45	62,140	63,662	63,662
Clayton	0.19	11,631	11,653	11,653
Concord	0.31	129,493	129,889	129,889
Danville	0.37	45,103	45,270	45,270
El Cerrito	1.06	25,192	25,459	25,459
Hercules	1.00	25,964	26,224	26,224
Lafayette	0.96	26,077	26,327	26,327
Martinez	0.22	38,406	38,490	38,490
Moraga	0.31	16,886	16,939	16,939
Oakley	1.98	40,949	41,759	41,759
Orinda	0.74	19,331	19,475	19,475
Pinole	0.21	19,458	19,498	19,498
Pittsburg	0.74	72,006	72,541	72,541
Pleasant Hill	0.25	34,969	35,055	35,055
Richmond	0.28	110,128	110,436	110,436
San Pablo	0.25	31,737	31,817	31,817
San Ramon	0.94	83,179	83,957	83,957
Walnut Creek	0.90	69,498	70,121	70,121
Unincorporated	0.55	172,382	173,322	173,406
County Total	0.70	1,147,795	1,155,795	1,155,879

PROPOSED BUDGET

2019 - 2020

THE CITY COUNCIL

TUIJA CATALANO, MAYOR
JULIE K. PIERCE, VICE MAYOR
JIM DIAZ, COUNCILMEMBER
JEFF WAN, COUNCILMEMBER
CARL "CW" WOLFE, COUNCILMEMBER

* * *

RECOMMENDED BY:

GARY A. NAPPER, CITY MANAGER

PREPARED AND PRESENTED BY:

KEVIN MIZUNO, FINANCE MANAGER, CPA

CITY OF CLAYTON, CALIFORNIA
94517
www.ci.clayton.ca.us



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**BACKGROUND
INFORMATION
2019-20**

OUR MISSION

To be of exemplary service to the Clayton community with an emphasis on:

- Health and safety
- Responsive customer service
- Highly trained team of employees
- A cooperative work environment

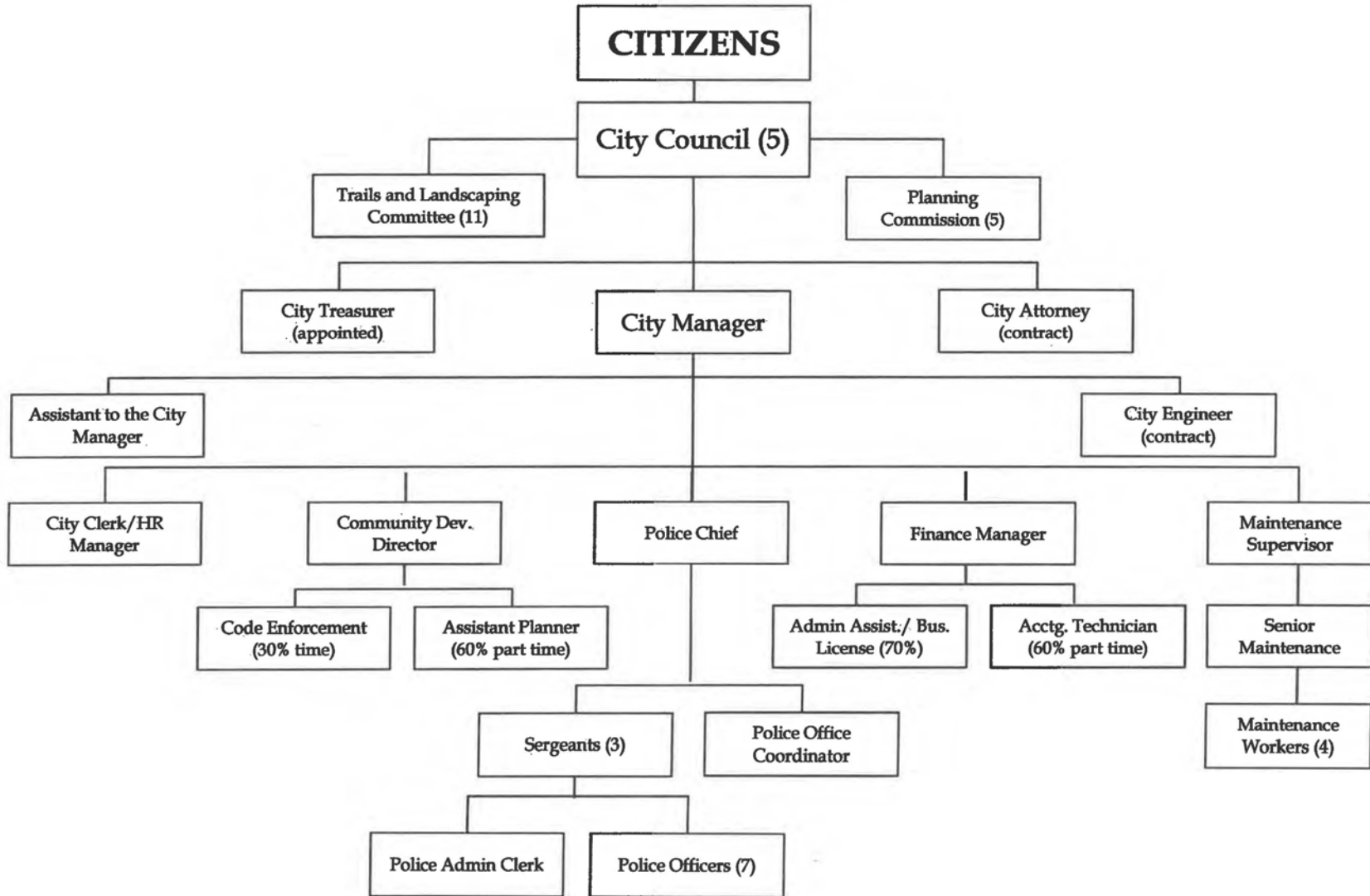
OUR VALUES

- | | |
|--------------------------|------------------------|
| ➤ Courtesy | ➤ Inclusiveness |
| ➤ Creativity | ➤ Informed risk taking |
| ➤ Diversity | ➤ Open communication |
| ➤ Employee participation | ➤ Professionalism |
| ➤ Ethical behavior | ➤ Trustworthiness |
| ➤ Fiscal responsibility | |

OUR VISION

The City of Clayton organization will be recognized as a premier small city. Customer service will be our hallmark; organizational processes will be a model of efficiency and effectiveness; innovation will be common place; and excellence of work product will be the norm. The employees will enjoy their work environment, and each will be a valued and respected member in his or her field of work. All residents and the City Council will be proud of their City government.

CITY OF CLAYTON ORGANIZATIONAL CHART



ii

DIRECTORY OF OFFICIALS AND ADVISORY BODIES

CITY COUNCIL

Tuija Catalano, Mayor
Julie K. Pierce, Vice Mayor
Jim Diaz, Councilmember
Jeff Wan, Councilmember
Carl "CW" Wolfe, Councilmember

COMMISSIONS

Planning Commission

COMMITTEES

Trails and Landscaping Committee

APPOINTED OFFICIALS AND DEPARTMENT HEADS

Gary A. Napper	City Manager
Malathy Subramanian	City Attorney (contract)
Laura Hoffmeister	Assistant to the City Manager
Elise Warren	Chief of Police
Janet Calderon	City Clerk / HR Manager
T. Kevin Mizuno	Finance Manager
Hank Stratford	City Treasurer
David Woltering	Community Development Director (interim)
Scott Alman	City Engineer (contract)
Jim Warburton	Maintenance Supervisor



Demographics and Economic Characteristics

Date of Incorporation	March 18, 1964
Form of Government (General Law)	Council-Manager
Number of authorized City positions	27
Population:	
Population	11,653
Median age	46.1
Median household income	\$150,436
Registered voters	8,017
Area in square miles	4.3
Miles of Streets:	
Lane miles	44.9
Pavement Condition Index (PCI)	84/100 ["Very Good" rating]
Fire Protection: (Contra Costa County Fire Protection District)	
Number of stations (Station No. 11)	1
Police Protection:	
Number of stations	1
Number of patrol vehicles	10
Number of sworn personnel	11
Public Education:	
Elementary School	1
Mt Diablo Elementary	
Middle School	1
Diablo View Middle School	
Library: (Contra Costa County Library System)	
Number of branch libraries (City-owned facility)	1
Parks & Community Facilities:	
Park sites	7
Park acreage	19.07
Open space acreage	515.51
Open space trail miles	20
Creekside trail miles	7
Endeavor Hall	1
Hoyer Hall (in the library)	1
City Hall Conference Room	1

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BUDGET MESSAGE

2019-20

BUDGET SUMMARY

Presented herein for public review and consideration is the City's proposed budgets for FY 2019-20. It is an annually balanced budget as required by law, and the General Fund displays a balance of projected revenues exceeding expenditures resulting in a planned operating surplus of **\$39,750** (0.83%). The City's General Fund budget does not contain any appropriation for a "contingency" account. The chart below captures a five (5) year history of our City's overall expenditure budgets:

BUDGET AREA	FY 2019-20	FY 2018-19	FY 2017-18	FY 2016-17	FY 2015-16
GENERAL FUND	\$ 4,774,450	\$ 4,587,220	\$ 4,455,050	\$ 4,261,720	\$ 4,095,928
OTHER FUNDS*	4,739,491	5,420,805	4,817,118	5,689,924	4,377,355
CAPITAL IMPROVEMENT PROGRAM	2,996,371	2,746,513	2,471,256	2,919,565	1,696,863
SUCCESSOR AGENCY (former RDA)	867,351	692,490	711,957	1,125,996	676,521
TOTAL	\$ 13,377,663	\$ 13,447,028	\$ 12,455,381	\$ 13,997,205	\$ 10,846,667

*Includes the City's twelve (12) special revenue, three (3) internal service, one (1) enterprise, and eight (8) fiduciary funds (excluding the Successor Agency fiduciary fund reported separately in the table).

The combined financial program proposed for the General Fund, the City's Other Funds, the Capital Improvement Program (CIP), and the Successor Agency is \$13,377,663, an overall negligible decrease of \$69,365 (0.52%) from last year's adopted total budget. This decrease results primarily from a sharp decline in proposed appropriations in the "Other Funds" category above, attributable mostly to the Measure J restricted-use special revenue fund. Following the successful completion of the Keller Ridge Dr. Collector Street Rehabilitation Project (CIP 10425) as well as the 2018 Neighborhood Streets Project (CIP 10436) during FY 2018-19, Measure J fund reserves have largely been utilized as directed by the City Council. This utilization of restricted-use reserves is demonstrated by the Measure J projected to start FY 2019-20 with an opening reserve balance of only \$54,834, compared to a balance of \$656,889 one year ago on June 30, 2018. Despite two large street projects having been financed in FY 2018-19, the CIP budget still reflects an increase in proposed appropriations by 9.10% with the addition of several new projects entering the planning and design phase as well as the planned completion of the previously-approved Pine Hollow Road Upgrade (CIP 10379) and El Molino Dr. Sanitary Sewer Improvement Project (CIP 10422).

Comparable to prior year's adopted General Fund budget, the proposed fiscal plan for next year anticipates continued restoration and growth in the local share of real property taxes with expectations of a local and national economy continuing to expand. It is expected the City's base economy of desirable family-friendly residential real estate will continue to flourish consistent with the overall increase in real property assessed valuations experienced in FY 2018-19.

City of Clayton
Budget Message
General Fund Revenues

GENERAL FUND REVENUES

FY 2018-19 Revenue Projections

Although the current fiscal year has not closed at the time of budget preparations for the upcoming year, sufficient information is available to forecast what year-end FY 2018-19 revenues will look like. At this time, General Fund revenue is expected to total approximately **\$4,705,925** by the close of FY 2018-19. This projection reflects a modest favorable variance of **\$16,735** (0.36%) over total estimated General Fund revenues in the FY 2018-19 adopted budget suggesting the revenue forecasting methodologies and assumptions used last year were generally reliable. Despite unsurprising favorable variances in secured property tax revenue sources as well as an unexpected favorable variance in interest earnings, this positive news was largely offset by unfavorable variances in other revenue sources such as certain franchise fees (Comcast and PG&E) and the City's share of Redevelopment Property Tax Trust Fund (RPTTF) tax increment.

Higher than budgeted growth in secured property tax revenues is clearly visible in the local ad valorem secured property taxes and the property taxes in-lieu of vehicle license fees (VLF) from the State of California. This favorable result is explained by actual assessed property values growing by 4.67%, exceeding the City's cautious projection of 2.0% in FY 2018-19. The FY 2018-19 assessment roll was not published by the Contra Costa County Assessor's Office until June 28, 2018, which followed the adoption of the City's FY 2018-19 budget. The positive budgetary variance in interest revenues is primarily attributable to the continuing trend of rising interest rates carrying over into FY 2018-19 from the prior fiscal year. Despite being diversified and risk averse, the City's investment portfolio has benefited from this phenomenon with a weighted average interest rate of 2.11% for the quarter ended March 31, 2019, compared to a rate of 1.72% that same quarter one year ago (22.6% increase).

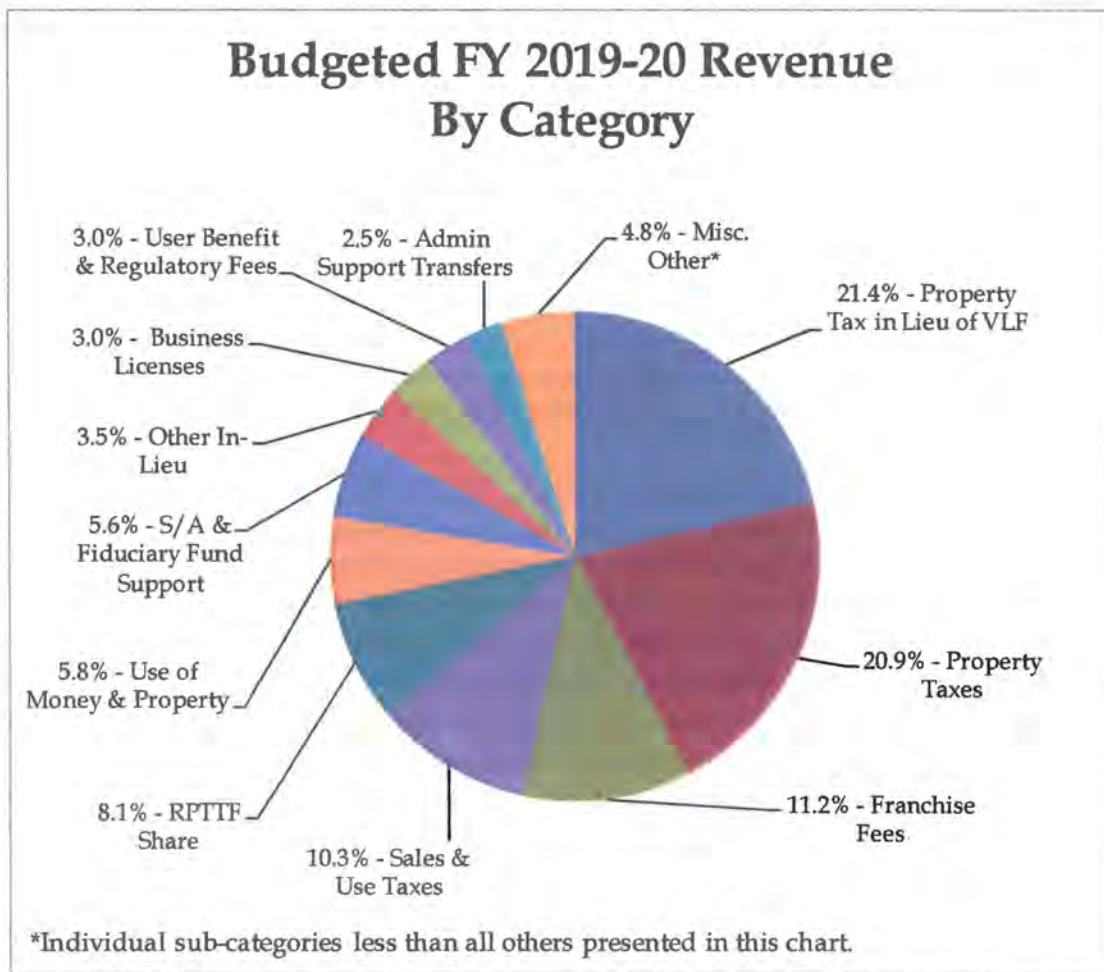
As noted previously, this positive revenue news was largely offset by negative variances elsewhere. For instance, both the Comcast and PG&E franchise fees for FY 2018-19 are projected to come in 7%-8% under budget. The negative trend for Comcast franchise fees is a result of decreased cable subscribership likely attributable to residents gradually transitioning from cable-based television packages to web-based options such as Netflix, Amazon Prime, and Hulu, to name a few from a continuously growing list of options. The unfavorable variance for RPTTF revenues was caused by an unfortunate and unavoidable budgetary forecasting overstatement for this line item. In April 2018, the Contra Costa County Auditor-Controller's Office published their estimate of RPTTF property tax increment revenue expected to be available for distribution for the ROPS 2018-19A period (first half of FY 2018-19). Following ordinary protocol, this County publication was used in forecasting local RPTTF revenues for the upcoming year's budget. Unfortunately, in June 2018, following completion of the City's FY 2018-19

**City of Clayton
Budget Message
General Fund Revenues**

budget, the County issued revised calculation of ROPS 2018-19A RPTTF revenues reflecting an overstatement of the April 2018 by 8%.

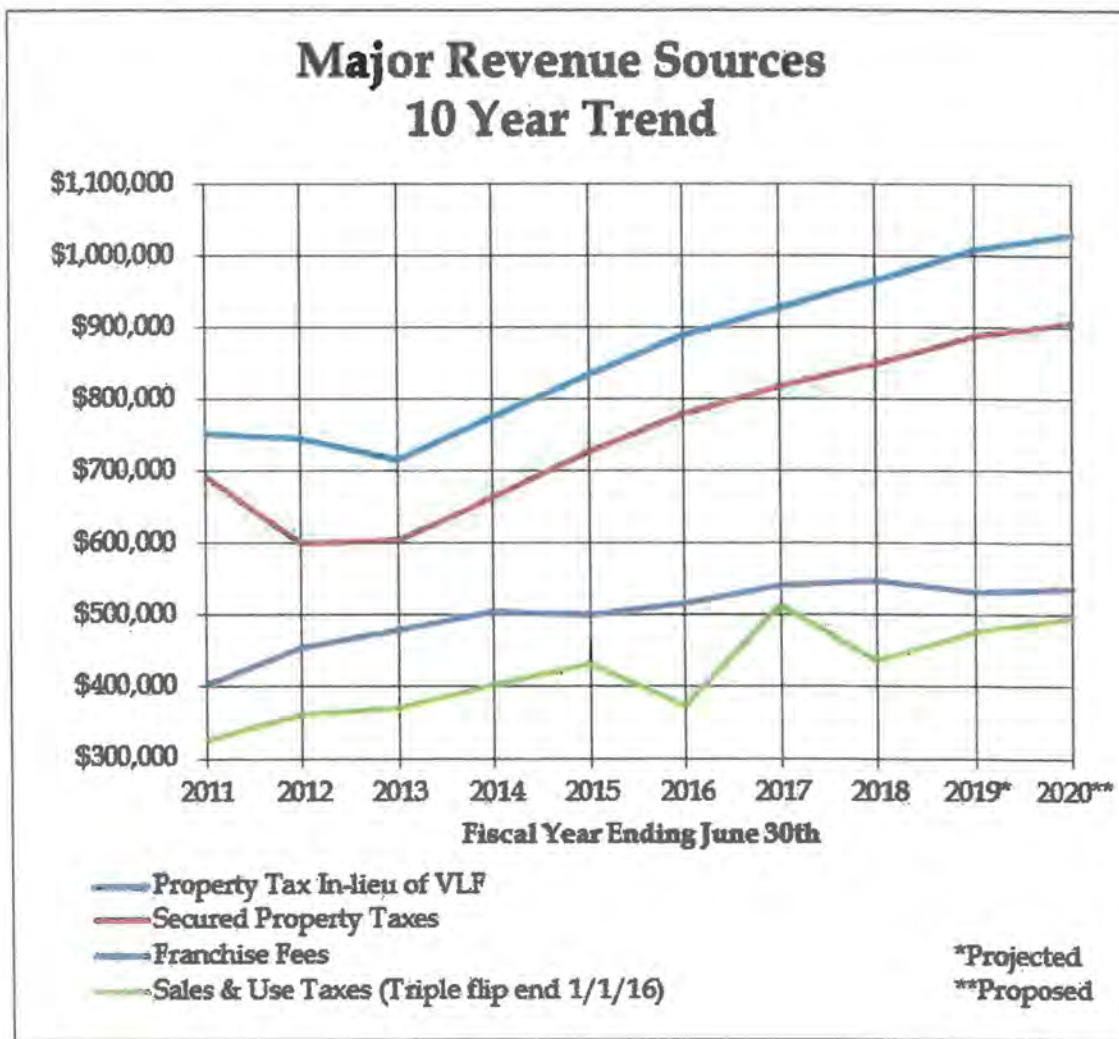
FY 2019-20 Revenue Projections

The FY 2019-20 proposed budget estimates total General Fund revenues of **\$4,814,200**. This is an increase of **2.67%** over the prior year adopted budget. This growth projection is supported by actual FY 2018-19 operational revenue results to-date and is reflective of current statistics suggesting a continued expansion of the local and national economies. Despite slowing growth in key economic indicators such as gross domestic product, unemployment, and wages, the economy continues to expand. In fact, the United States of America is approaching a big milestone. If the U.S. economy continues to expand until July 2019, it would be the longest period of growth on record, or one decade. At the local level, reflecting this nationwide growth, real property values and sales commerce continue to steadily rise. The chart below depicts the proportional share of each major revenue category of the General Fund for FY 2019-20:



**City of Clayton
Budget Message
General Fund Revenues**

As illustrated in the previous pie chart, a noteworthy portion (63.8% of General Fund revenues) is concentrated in four different sources. The “slice of the pie” of these four major revenue sources remained consistent with the prior year’s budget. In order of significance these four key revenue sources include: (1) property tax in-lieu of vehicle license fees (VLF), (2) local secured ad valorem property taxes, (3) sales & use taxes, and (4) franchise fees. The following chart illustrates the ten year trend of these four major revenue sources for the City:



This trend analysis illustrates the gradual recovery of local revenue sources following the “Great Recession.” Revenue sources with delayed downturns arising from the recession (i.e. property tax in-lieu of VLF and general property taxes) have made a comeback and have exceeded pre-recession levels since approximately FY 2014-15.

**City of Clayton
Budget Message
General Fund Revenues**

The following section provides background and analysis of the City's most significant revenue sources.

Property Tax in Lieu of Vehicle License Fees

The largest revenue source, making up 21.4% of General Fund budgeted revenues for FY 2019-20, is property tax in-lieu of vehicle license fees (VLF). The VLF is an annual value tax on the ownership of registered vehicles. It is collected by the California Department of Motor Vehicles and then distributed to cities and counties. In 2004, the California State Legislature permanently reduced the tax rate from 2.0% to 0.65% of a vehicle's current market value. The reduction in VLF revenue to cities and counties was offset by an increased transfer of the state's share of local secured property taxes. The City is projecting revenue of \$1,031,100 in FY 2019-20, which is an increase of approximately 2.0% over projected actuals for FY 2018-19 and 4.7% over last year's budgeted figure. This growth rate reflects the cautious projection of a local economy that is still growing. One significant milestone is this individual local revenue sources is projected to exceed \$1 million for the first time ever.

Local Secured Ad Valorem Property Taxes

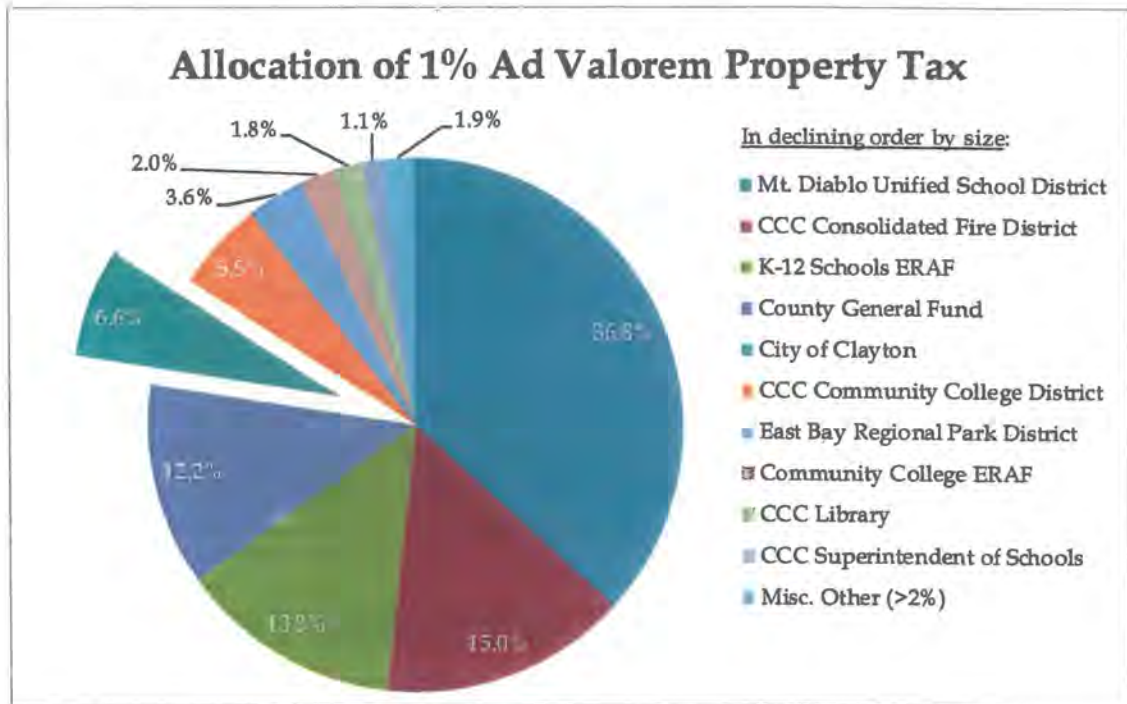
The second largest revenue source, making up 20.9% of General Fund budgeted revenues for FY 2019-20, is the City's share of the local ad valorem secured property taxes. Secured property taxes are tax imposed on the calculated and controlled value of real property such as land and permanently attached improvements. Proposition 13 (1978) limits the real property tax rate to one percent (1%) of a property's assessed value for ad valorem tax purposes. Furthermore, Proposition 13 also restricts annual assessed property value growth to an inflationary factor equal to the lesser of the annual October to October California Consumer Price Index or two percent (2%). For FY 2019-20, the Proposition 13 secured property tax cap of 2% was once again in effect considering the October 2018 inflationary factor published by the California Board of Equalization was an astounding 3.847%. Following the County Assessor's Office completion of the annual assessment roll, individual parcel taxes are calculated by the County Auditor-Controller's Office (ACO) and levied and collected by the County Tax Collector's Office. The County ACO then allocates taxes levied to local taxing agencies pursuant to a statutory allocation formula applicable to the tax rate area (TRA) the underlying parcel is located within.

The City of Clayton has ten (10) such TRAs, with the largest TRA by current assessed value returning only 6.63% of the full one percent tax back to the General Fund. Comparatively, the City is considered a "low property tax city" stemming from the original implementation of Proposition 13 in 1978. For FY

**City of Clayton
Budget Message
General Fund Revenues**

2019-20, the City's share of secured local property tax revenues is projected to be \$907,800, which is an increase of approximately 2.0% over projected actuals for FY 2018-19 and 4.7% over last year's budgeted figure.

The following illustration summarizes the statutory allocation of the 1% general ad valorem secured property tax to each taxing entity:



Franchise Fees

The third largest revenue source, making up 11.2% of General Fund budgeted revenues for FY 2019-20, is franchise fees. Franchise fees are rent paid by utilities or other businesses for the privilege of using the City's right-of-way (i.e. streets, sidewalks, etc.) to locate utility lines, operate vehicles, and/or conduct private business for profit. The City currently collects a 1% franchise fee from Pacific Gas & Electric and a 5% franchise fee from cable operators (i.e. Comcast and AT&T/Pacific Bell). In addition, the City collects a 10% franchise fee from Republic Services for its collection, transportation, disposal and diversion of solid waste and recyclable materials.

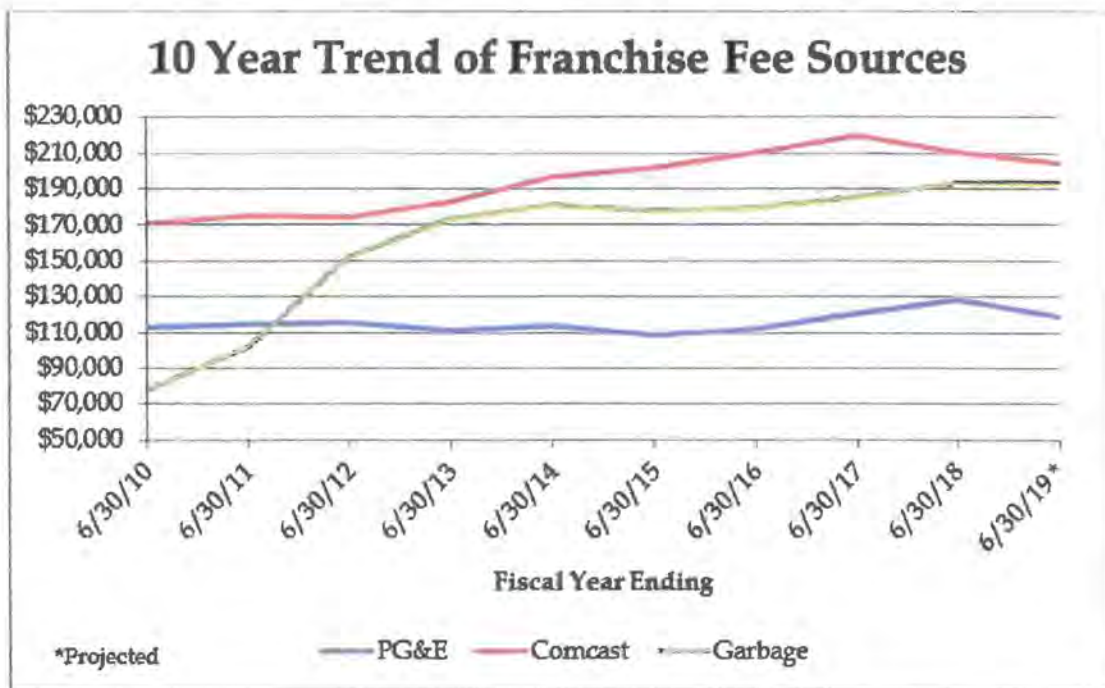
In the City's long-term forecasting of franchise revenues, staff had previously identified and communicated a risk the emergence of wireless operations may eventually negatively impact the Comcast franchise fee as a reliable revenue source to local governments. This risk has now become a reality with FY 2018-19

**City of Clayton
Budget Message
General Fund Revenues**

Comcast franchise fee revenues expecting to fall short of the budget by \$16,200 (7.3%), which is the most significant year-to-year decrease in at least ten years. Again, this reduction is due to consumer migration to alternative cable-less options.

Despite bill rates growing approximately 10% annually in recent years paired with the restructuring of the rate plan to a “time of use” and tiered system, PG&E franchise fee revenues are also projected to significantly decrease, with FY 2018-19 franchise fee revenues falling short of the budget by \$10,900 (8.4%). The reasoning for this decline is difficult to pinpoint on a single factor, more likely being attributable to multiple factors. As households continue to install photovoltaic residential solar units in the community and improve energy conservation efforts and reduce consumption, the volume of energy purchases from PG&E will continue to decline. Furthermore, and even less predictable, fluctuations in year-to-year average seasonal temperatures can adversely impact this revenue source as well.

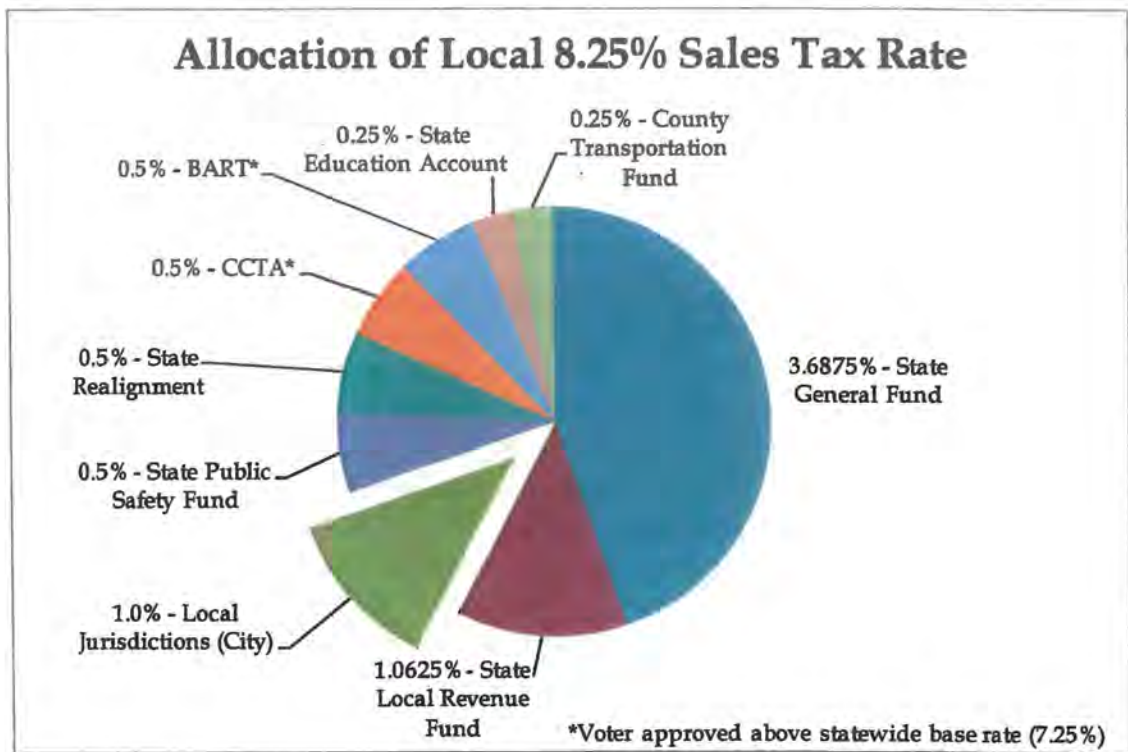
In the aggregate, however, it is expected total franchise fee revenues from all sources will remain relatively flat-lined growing by less than one percent (0.9%) in FY 2019-20 to a total of \$538,400. The following chart depicts the ten (10) year trend of the City’s three major franchise fee revenues by source:



**City of Clayton
Budget Message
General Fund Revenues**

Sales & Use Taxes

The fourth largest revenue source, making up 10.3% of General Fund budgeted revenues for FY 2019-20, is sales & use taxes. This is a tax imposed on the total retail price of any tangible personal property, unless deemed specifically exempt by the California Department of Tax and Fee Administration (CDTFA), as well as the use or storage of such property when sales tax is not paid. Although the unadjusted general state-wide sales tax rate applied to transactions is 7.25%, the basic local rate (aka "Bradley-Burns" rate) returned to local agencies (i.e. City of Clayton) is only one percent (1%). This local share is unrestricted and must be received into the General Fund. In the City of Clayton, the applicable sales tax rate is currently 8.25% due to a combination of other additional local and regional voter-approved measures. The following is a pie chart depicting the current allocation of the 8.25% sales tax rate applied to all taxable transactions in the City of Clayton:



The City is projecting sales & use tax revenue of \$497,100 in FY 2019-20, which is an increase of approximately 4.0% over projected actuals for FY 2018-19. This growth rate is supported by historical local revenue trends as well as state-wide sales tax growth rates published this year by the State of California. On a regional level the economic outlook for the Bay Area continues to look promising

**City of Clayton
Budget Message
General Fund Revenues**

and inflationary growth in the annual April 2018 to April 2019 local consumer price index coming in at 4.01%.

Arguably the most significant and most uncertain factor impacting this key revenue source is the California state legislature's passage of Assembly Bill 147 (AB 147) on April 25, 2019. This bill authorized the CDTFA to enforce the collection of sales and use taxes on online retailers with "significant nexus" effective April 1, 2019. Consistent with the U.S. Supreme Court's *South Dakota v. Wayfair* decision, AB 147 defines significant nexus as online sales of tangible property in excess of \$500,000 during the preceding or current calendar year. Given the City of Clayton's limited presence of "brick and mortar" retail businesses generating sales taxes, this new legislation may result in a noticeable increase in sales & use tax revenues. However the specific amount and timing of this increase is highly uncertain absent an in-depth (and costly) analysis of online sales transactions generated in city limits. Considering the other positive economic and historic factors described previously, a growth factor of 4.0% utilized in the proposed budget is expected to be both reliable and conservative. City staff will continue to monitor for unexpected fluctuations in this revenue source and recommend budgetary action to the City Council, if necessary, once new sales tax information incorporating the provisions of AB 147 becomes available.

Redevelopment Property Tax Trust Fund Revenue

The fifth largest revenue source, making up 8.1% of General Fund budgeted revenues for FY 2019-20, is the City's share of the Redevelopment Property Tax Trust Fund (RPTTF) tax increment. Pursuant to Assembly Bill 1 26x, with the Clayton Redevelopment Agency's (RDA) dissolution in February 2012 (FY 2011-12), the Clayton "Successor Agency" became the heir to the RDA. The Successor Agency receives funds through the RPTTF sufficient to pay/retire debt service and enforceable obligations of the former RDA as requested through the semi-annual "Recognized Obligation Payment Schedule" (ROPS) process, which is subject to approval by the California Department of Finance (DOF). Prior to the City of Clayton receiving its share of RPTTF taxes levied by the County, monies are first used to pay County administrative fees, required tax sharing payments (i.e. pass through payments), and approved enforceable obligations on the Successor Agency's ROPS. Thereafter, the residual balance of the County RPTTF is distributed by the County to the school entities, city, county, and special districts based on their proportionate share of property tax revenues. The City of Clayton's share of this residual balance is approximately 6.96%.

The amount of RPTTF residual balance allocated to the City is negatively correlated with the amount of state-approved obligations included in each ROPS.

**City of Clayton
Budget Message
General Fund Revenues**

For FY 2019-20, after incorporating the state-approved ROPS and pass-through payments as well as total RPTTF expected to be available in the County pool for funding, it is projected the City will receive approximately \$389,000 in RPTTF revenues. FY 2019-20 budgeted RPTTF revenues are expected to increase by approximately 2.9% over projected actuals for FY 2018-19 but decrease by 6.0% from last year's budgeted figure. As previously described, due to the process by which the amount of RPTTF distributable to the City is calculated, historical allocations of RPTTF to the City are not germane in predicting future allocations.

Fiduciary Funds Administrative Service Charges

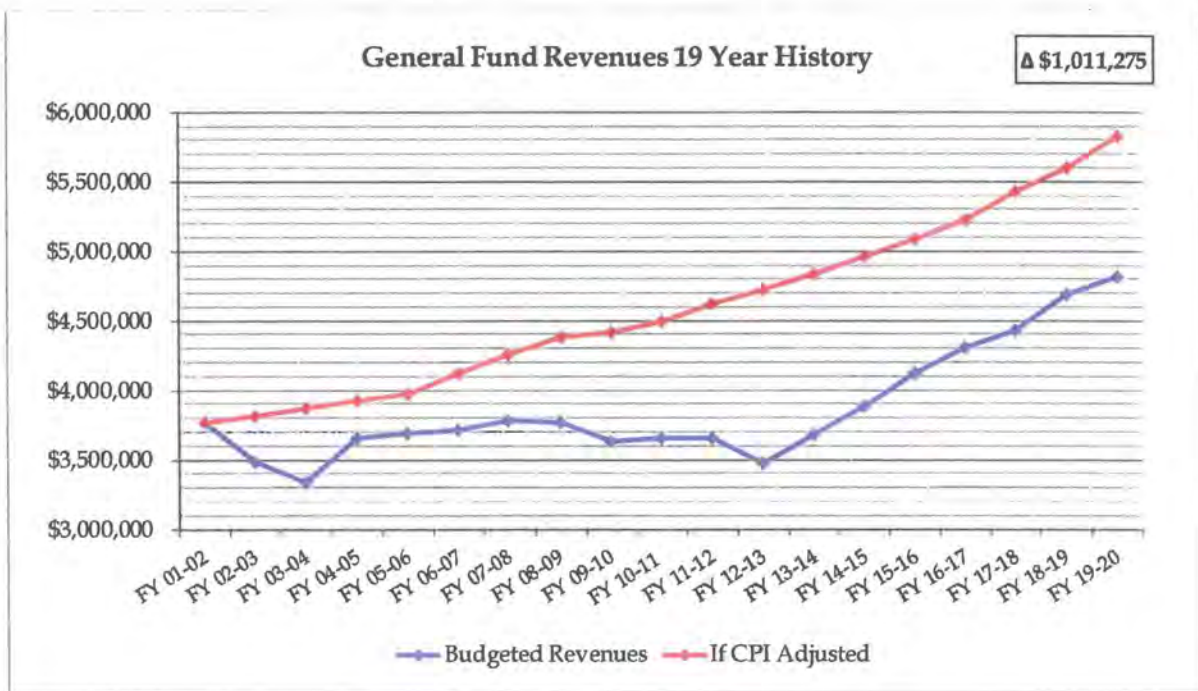
The sixth largest revenue source making up 5.6% of General Fund budgeted revenues for FY 2019-20 is derived from administrative support charges from the Successor Agency and other fiduciary funds of the City. Since the creation of the Successor Agency in 2012, the City has received \$250,000 on an annual basis for administrative support services in accordance with *California Health & Safety Code* Section 34171(b). However, a few years following dissolution of the Successor Agency, the Governor's May 2015 trailer bill (AB 113) placed additional restrictions on the amount of administrative allowance an administering agency may receive, potentially resulting in a cap substantially less than the previous \$250,000 floor amount. The most detrimental impact of this trailer bill was to apply an administrative allowance cap of 50% to RPTTF monies actually "received" in the prior year, rather than to the total amount of "approved" enforceable obligations. The City experienced its first loss from this new state decree in FY 2016-17 when the City was allocated only \$231,915 for Successor Agency administrative support purposes.

Pursuant to the April 11, 2019 Determination Letter issued by the California Department of Finance (DOF) approving the Successor Agency's 2019-20 Recognized Obligation Payment Schedule (ROPS), the City will be receiving its full administrative allowance of \$250,000 for FY 2019-20. Beginning FY 2022-23, these Successor Agency administrative allowance revenues are projected to drop permanently and fluctuate annually between \$196,000 and \$199,000 until the dissolution of the Successor Agency in FY 2025-26 following the maturity of the 2014 refunding Tax Allocation Bonds. Including administrative cost recovery from the other fiduciary funds of the City, the total Fiduciary Funds Administrative Charges line item is expected to be \$271,270. This reflects a 6.5% increase from projected actuals for FY 2018-19 resulting from the statutory cap imposed by the DOF on the FY 2018-19 administrative allowance. Despite the County's assumption of the Oversight Board role effective July 1, 2018 pursuant to state law, the City has and will presumably continue to receive its annual administrative recovery revenue until dissolution of the Successor Agency. At this point no information has been made publicly available suggesting the

**City of Clayton
Budget Message
General Fund Revenues**

elimination of this revenue, which would be catastrophic to the City's annual General Fund operating budget. However, given the City's exposure and the risk level, staff will continue to monitor legislative action by the state and report significant developments to the City Council.

Overall, the principal sources of General Fund operating revenue are growing steadily, suggesting the local economy is healthy. However, when looking at a nineteen (19) year history of General Fund budgeted revenues, actual revenue growth has clearly not kept pace with inflation. The following line chart, updated and presented annually, illustrates the growing difference between General Fund budgeted revenues versus FY 2001-02 base year revenues adjusted for annual changes in the consumer price index for the San Francisco-Oakland-Hayward region, with the difference in FY 2019-20 being \$1,011,275:



**City of Clayton
Budget Message
General Fund Expenditures**

GENERAL FUND EXPENDITURES

The proposed FY 2019-20 budget incorporates total General Fund appropriations of \$4,774,450, which reflects an overall increase of 4.08% compared to the prior year's adopted budget.

FY 2018-19 Expenditure Projections

The starting point for developing next year's budget is forecasting current year results and analyzing how actual results compare to the budgetary projections. General Fund operational expenditures are expected to total approximately \$4,510,285 by the close of FY 2018-19. If realized, this projection will result in a small but favorable budgetary variance with operational expenditures coming in \$76,935 (1.68%) less than the adopted FY 2018-19 General Fund budget of \$4,587,220. This modest variance suggests departments were generally successful in controlling their budgets within the constraints of the City Council approved legally enforceable departmental budgets.

FY 2019-20 Proposed Appropriations

The following table provides a year-to-year comparison of proposed General Fund appropriations at the department level:

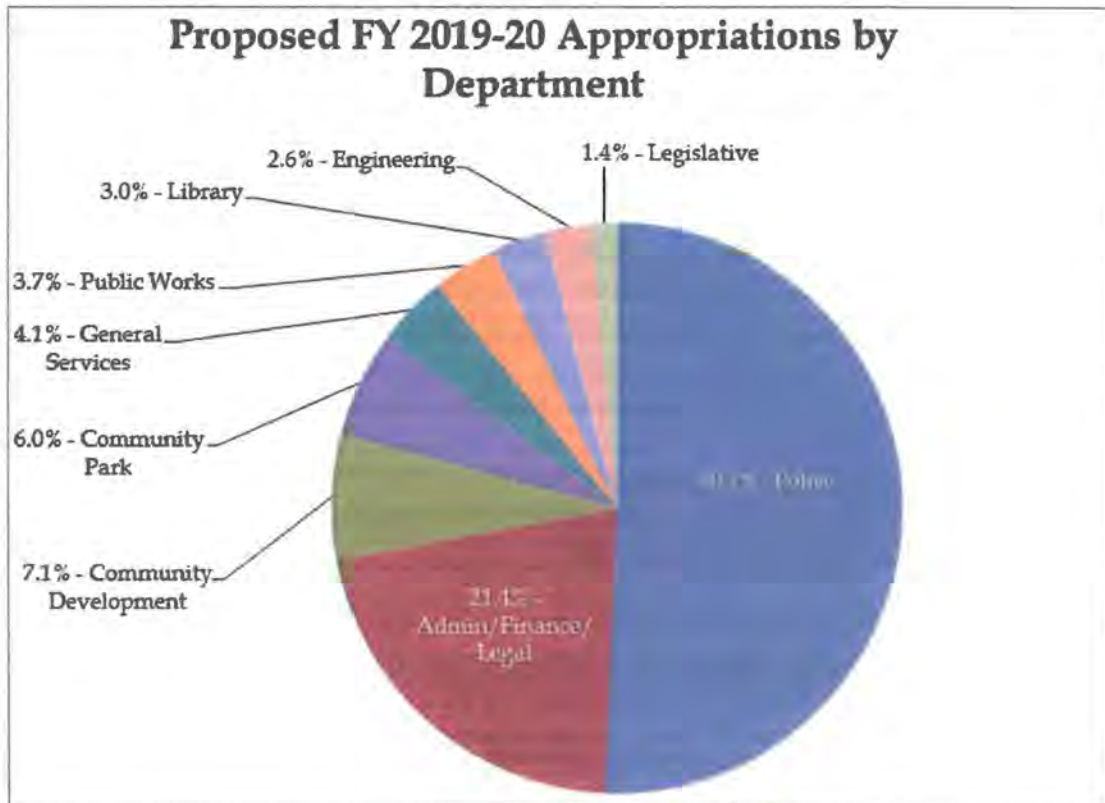
GENERAL FUND DEPARTMENTAL ADOPTED BUDGETS

<u>DEPARTMENT</u>	<u>FY 2019-20</u>	<u>FY 2018-19</u>	<u>% CHANGE</u>
LEGISLATIVE	\$ 67,290	\$ 75,820	-11.25%
ADMIN / FINANCE / LEGAL	1,019,940	1,027,820	-0.77%
PUBLIC WORKS	176,820	168,510	4.93%
COMMUNITY DEVELOPMENT	341,340	325,840	4.76%
GENERAL SERVICES	193,900	193,360	0.28%
POLICE	2,419,500	2,266,590	6.75%
LIBRARY	143,740	136,690	5.16%
ENGINEERING	125,750	122,320	2.80%
COMMUNITY PARK	286,170	270,270	5.88%
TOTAL	\$ 4,774,450	\$ 4,587,220	4.08%

The bulk (82%) of the increase in proposed appropriations pertains to the General Fund's Police Department budget, which is analyzed and discussed in greater detail later. Despite the proposed increase in appropriations exceeding this year's inflationary consumer price index rate as well as the operational revenue growth rate, it should be noted the proposed FY 2019-20 budget plans for the City providing once again the same level of public services to the community with no reductions or cuts.

**City of Clayton
Budget Message
General Fund Expenditures**

The following pie chart illustrates each department's proportionate share of total proposed General Fund appropriations for FY 2019-20:



The order of departmental appropriations by proportional share of the General Fund is consistent with the prior year's adopted budget, suggesting no significant policy direction change in the priority of City programs. Last year, it was emphasized the Police Department's slice of the General Fund's operational budget falling below one half (49.4%) of total appropriations was both unusual and non-recurring. It was highlighted the main cause of this non-recurring decrease resulted from a non-recurring decrease in the CalPERS unfunded actuarial liability (UAL) fixed dollar contribution requirement for the Public Safety "Classic" Tier I retirement plan following the full amortization of the corresponding side fund UAL. This resulted in an immediate and non-recurring decrease to the Police Department's PERS Retirement - Unfunded Liability expense line item by a massive \$138,900 (49.26%).

As anticipated, the Police Department's share of proposed General Fund appropriations in FY 2019-20 is rebounding back to a majority share of total appropriations at 50.7% following the normalization of CalPERS UAL employer contributions as well as the approval of a new Police Officers Association (POA) labor agreement covering the three year timeframe ending June 30, 2021. As such, when considering the departmental

**City of Clayton
Budget Message
General Fund Expenditures**

distribution of appropriations, it is important to note for every \$1.00 paid by taxpayers as general tax revenue to the City, slightly over one-half of the tax monies (~51¢ of every \$1) is used to provide local law enforcement services to the community.

As a service-provider organization, unsurprisingly the cost for personnel services comprises the bulk of General Fund appropriations. The proportion of expenditures related to personnel services remained relatively steady decreasing only slightly by 0.28% to a total of approximately 65.82% of the overall proposed General Fund budget. This is largely due to the current status quo assumption for the Miscellaneous Employee labor agreement, covering sixteen (16) of the City's twenty-seven (27) benefited employees. Overall the proportion of General Fund appropriations attributable to labor-related costs has been controlled and remained relatively steady at approximately two-thirds of the General Fund budget over the past six-plus years.

Legislative Department (No. 01)

This is the smallest General Fund department making up 1.4% of proposed budgeted expenditures. Services funded by this department generally include: City Council members to set policy goals and objectives for the community, regular and special meetings of the City Council and recordings thereof, administering elections, and steering City promotional activities. Proposed appropriations of this department reflect a decrease of 11.25% as there will not be a general municipal election occurring in FY 2019-20, as was the case in FY 2018-19.

Admin / Finance / Legal Department (No. 02)

This department makes up 21.4% of proposed General Fund budgeted expenditures. By its nature, the Admin/Finance/Legal Department provides essential administrative, oversight, and supportive services for all of the City's direct-cost programs including but not limited to: police, community development, parks and landscape maintenance services, capital improvements, etc. Comprised of approximately 5.3 permanent full-time equivalent employees, functions funded by this department include, but are not limited to: executive management and policy execution; legal counsel; human resources; financial, budgetary and compliance reporting; treasury and investment management; payroll and benefits administration; disbursements; revenue collection; records retention management and public records act facilitation; and facility rentals. Proposed appropriations reflect a slight decrease of 0.77% from the prior year adopted budget. The primary explanation for this minor decrease is the assumption of status quo labor agreement terms with the expiration of the three year Miscellaneous Employee Group's on July 1, 2019 as well as a decrease in this department's assumed proportional share of the legal services retainer with Best,

**City of Clayton
Budget Message
General Fund Expenditures**

Best & Krieger from 60% to 55% based on a review of historical departmental cost allocations.

Public Works Department (No. 03)

This department makes up 3.7% of proposed General Fund budgeted expenditures. Services funded by the Public Works Department include the maintenance of city hall and the adjacent corporation yard as well as maintenance of the City's five neighborhood parks (El Molino, Lydia Lane, North Valley, Stranahan, Westwood). Proposed appropriations of this department reflect an increase of 4.93% over the prior year primarily attributable to an increase in Capital Equipment Replacement Fund (CERF) charges to more adequately fund the replacement of maintenance vehicles. Furthermore, the increase is explained by an assumed increase in gas and electrical utility rates with PG&E caused by the new rate/tier structure as well as uncertainty pertaining to ongoing litigation and PG&E's bankruptcy filing in January 2019.

Community Development Department (No. 04)

This department makes up 7.1% of proposed General Fund budgeted expenditures. Comprised of approximately 1.9 permanent full-time equivalent employees, services funded by the Community Development Department generally include, but are not limited to: long-range planning and special studies (i.e. transportation, housing, zoning, etc.); ensuring compliance of land development and private party design proposals with local, state, and federal regulations; municipal code enforcement; and administration of the city's low to moderate income housing program. Proposed appropriations reflect an increase of 4.76% over the prior year adopted budget. The increase in this department is primarily attributable to this department's assumed proportional share of the fixed legal services retainer with Best, Best & Krieger increasing from 20% to 30% to reflect true historical retainer charges.

General Services Department (No. 05)

This department makes up 4.1% of proposed General Fund budgeted expenditures. By its nature, the General Services Department captures essential support costs shared amongst all of the City's departments and funds. Functions funded by this department include, but are not limited to: city-wide risk management and insurance premiums; computer, software, and network technology support; and office supplies and shared printer/copy/scanning costs (excluding those of the police department which is tracked separately). Proposed appropriations for this department are expected to remain relatively flat-lined and increase by only 0.28% over the prior year adopted budget. Despite an increase in budgeted City information technology services funded by

**City of Clayton
Budget Message
General Fund Expenditures**

this department, savings offsets are expected to be realized in insurance premiums through the Municipal Pooling Authority (MPA) of Northern California resulting from positive shared risk experience trends of other MPA member cities.

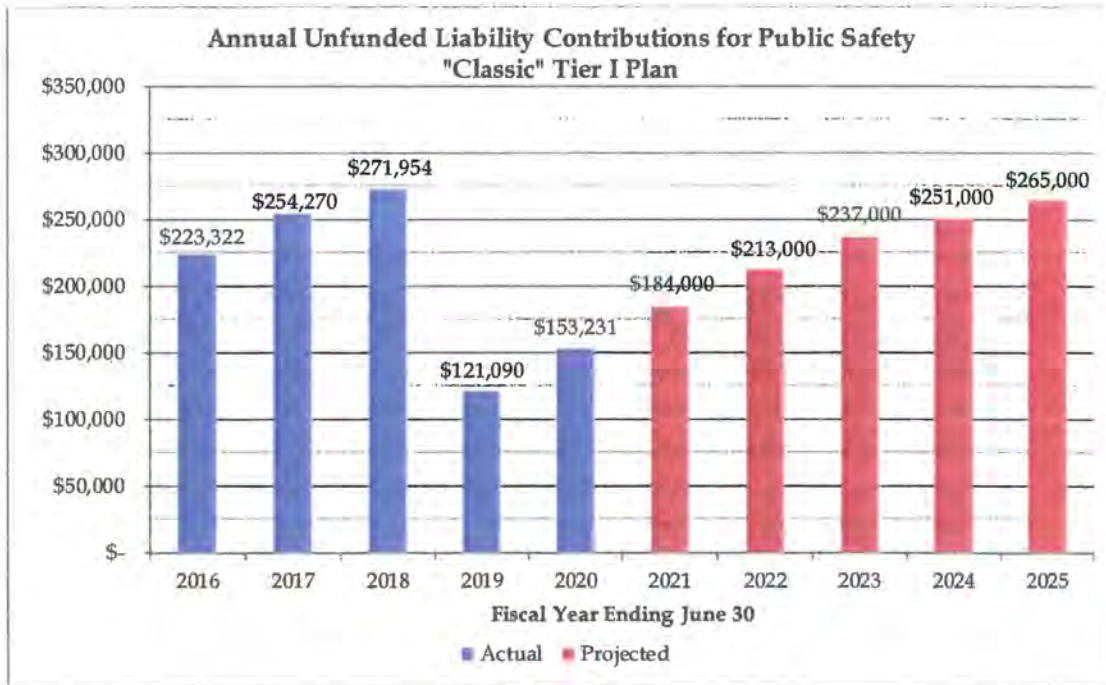
Police Department (No. 06)

This is by far the largest General Fund department making up 50.7% of proposed General Fund budgeted expenditures. Services funded by the Police Department include, but are not limited to: traffic enforcement, vehicle collision investigation, crime investigation, animal control (contract), dispatch services (contract), and police records management. This department is comprised of twelve (12) permanent full-time equivalent employees, ten (10) of which are permanent full-time sworn police officers (including the Chief of Police) and two (2) of which are police operations support personnel. The City's eleventh (11th) sworn police officer is and has long been funded by the Supplemental Law Enforcement Services Fund (SLESF) restricted-use funding source, which is tracked in the City's Grants Fund and discussed in greater detail later.

Proposed appropriations for this department reflect a noteworthy spike of 6.75% over the prior year adopted budget. As noted previously, this increase is primarily explained by the non-recurring decrease in the CalPERS unfunded actuarial liability (UAL) fixed dollar contribution requirement for the Public Safety "Classic" Tier I retirement plan in the prior year (FY 2018-19) following the full amortization of the corresponding side fund UAL.

As highlighted in the prior year's Budget Narrative, the immediate impact of the full amortization of the Tier I side fund UAL was evidenced by a decrease to the FY 2018-19 Police Department budget's PERS Retirement - Unfunded Liability expense line item by \$138,900 (49.26%) to a total budgeted line item expenditure of \$143,100. The savings realized in FY 2018-19 is considered non-recurring as the latest CalPERS actuarial reports made publicly available in August 2018 reveal a continuous increase in expected future employer contributions into the foreseeable future. This upward trend projection is illustrated in the bar graph on the following page.

**City of Clayton
Budget Message
General Fund Expenditures**



Although the CalPERS “claw back” of FY 2018-19 UAL contribution savings is gradual and does not return to the pre-side fund payoff level until after FY 2024-25, there are some long-term variables to consider. Chiefly, this chart excludes the impact of normal cost pension contributions rates based on a percentage of pensionable wages for which rates are already scheduled to increase through FY 2020-21. Secondly, these CalPERS estimates assume a long-term investment return of 7.0% from FY 2019-20 onward. Should CalPERS cost sharing pool investment return fall short of this discount rate, actual contribution requirements could differ from the projections shown in the previous chart.

Library Department (No. 07)

This department makes up 3.0% of proposed General Fund budgeted expenditures. Services funded by the Library Department include but are not limited to: City maintenance of the City-owned Clayton Community Library building, grounds and equipment, and funding Sunday and weekday County Library staffing hours beyond the County’s base of 35 hours a week. Proposed appropriations reflect an increase of 5.16% over the prior year’s budget. This increase reflects assumed increases in gas and electrical utility rates resulting from PG&E’s new rate/tier structure as well as uncertainty pertaining to ongoing litigation connected to the recent tragic northern California wildfires and PG&E’s subsequent filing for bankruptcy in January 2019.

**City of Clayton
Budget Message
General Fund Expenditures**

Engineering Department (No. 08)

This department makes up 2.6% of proposed General Fund budgeted expenditures. Services funded by the contract Engineering Department include but are not limited to: administration of the City's capital improvement program, plan check and review of construction/development plans, administration of the City's encroachment permit program, and management of several benefit assessment districts. On August 21, 2018 the City Council approved an amendment to the professional engineering services agreement with Harris & Associates for contract city engineering services set to expire August 31, 2019. Appropriations of this department are proposed to increase by 2.8% over the prior year adopted budget reflecting the terms of latest contract amendment with Harris & Associates.

Clayton Community Park Department (No. 09)

This department makes up 6.0% of General Fund appropriations included in the Proposed Budget. Services funded by the Clayton Community Park Department include but are not limited to: landscaping of the park grounds, maintenance of recreational sporting fields and related equipment/facilities, repairs and maintenance of 6%+ water irrigation network, and trash removal. Appropriations of this department are proposed to increase by 5.88% largely to capture the impact of water rate increases recently approved by the Contra Costa Water District Board covering the timeframe February 1, 2019 to January 31, 2020.

**City of Clayton
Budget Message
General Fund Reserves**

GENERAL FUND RESERVES

FY 2018-19 Projected Operational Excess

The prior year adopted City Budget anticipated an operational excess resulting from operations of \$101,970. Due to favorable budgetary variances on both the revenue and expenditure sides, it is projected FY 2018-19 will close with an operational excess of **\$195,640**. Although the results of both General Fund revenues and expenditures are projected to come in better than budgeted, the favorable budgetary variance on the expenditures side is the primary driver for the projected operational excess in FY 2018-19. Favorable budgetary expenditure variances overall were a result of operations being controlled within the confines of the City Council approved budget across various General Fund departments, particularly in the Admin/Finance Legal and Police Departments.

General Fund Reserve Earmarks Authorized by the City Council

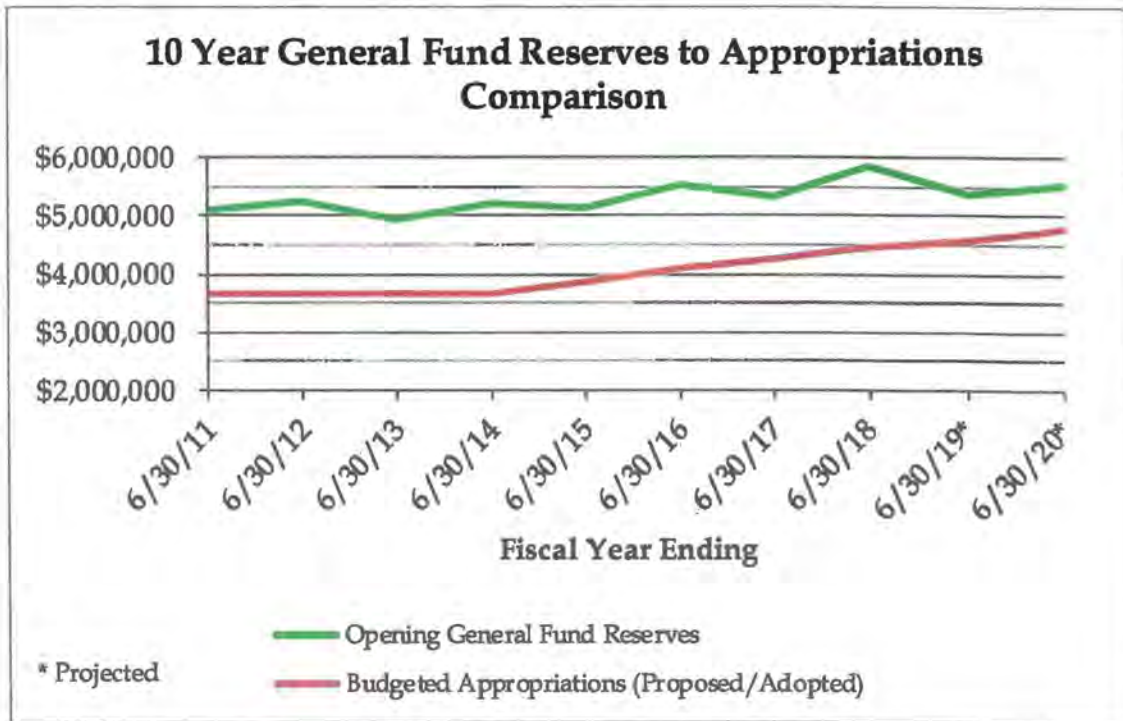
Concurrent with the City's independent auditing firm, Cropper Accountancy Corporation, issuing a "clean" opinion on the City's Comprehensive Annual Financial Report (CAFR), the presentation of these results to the City Council on November 20, 2018 also highlighted FY 2017-18 operations closed with excess reserves of \$181,500 in the General Fund. In this same CAFR, the City's General Fund reported a total positive fund balance of \$5,666,471, of which \$281,930 was reported as "assigned" for purposes as authorized by the City Council. Net of this assigned fund balance, the General Fund reserve balance at June 30, 2018 exceeded appropriations of the adopted FY 2018-19 General Fund operating budget by approximately **1.17 times**. In contrast, this same ratio of reserves to operating budget for Lafayette and Moraga is 0.71 and 0.36, respectively. This means unlike these fine neighboring cities, the City of Clayton could operate for one fiscal year entirely on reserves alone in an emergency scenario.

With the General Fund shouldering the bulk of public services to our community and for the operations of the municipality, it is often difficult if not impossible to address larger fiscal needs into the annual budget while maintaining the City Council's policy of producing an annually-balanced budget with operating surplus. Therefore, the General Fund's unassigned reserve is multipurpose in its function as the City's "savings account." On one hand it may be instrumental in helping address unforeseen needs in an emergency or disaster situation. On the other hand it may be prudent to use a calculated and cautionary amount of excess reserves to underwrite one-time operational or capital needs merely too large and non-recurring in nature to fit into a normal balanced operating budget.

The following line chart illustrates a ten year comparison, by fiscal year, of opening General Fund reserves to adopted appropriations for that same fiscal year. For purposes of this analysis, General Fund reserves are defined as total General Fund

**City of Clayton
Budget Message
General Fund Reserves**

balance per the underlying audited financial statements less any outstanding City Council-approved assignments or commitments of excess reserves.



Given the relatively healthy position of reserves and the need to address some non-recurring unmet needs of the City, the elected City Council has periodically directed staff to utilize General Fund annual excess for specific critical technological, infrastructural, and operational purposes. Since the specific needs approved by the City Council would not be sustainable in an ordinary balanced operating budget, the utilization of recent excesses is a responsible use of built-up reserves presuming there remains a sufficient balance to cover next year's General Fund operational budget in an emergency situation. Categorized as being non-recurring and non-operational in nature, expenditures pertaining to the completion of these specific authorized projects are not incorporated as part of the operational budget but tracked separately. The following is a summary of the previous four (4) actions taken by the City Council to earmark the General Fund excesses for specific purposes:

Earmark of FY 2014-15 General Fund Annual Excess

On February 3, 2016 the City Council took action to utilize the General Fund excess (\$389,895) supported by the FY 2014-15 audited financial statements to address pressing one-time needs of the City. By the close of FY 2018-19, it is projected all but one of the fourteen original projects approved by the City Council will have been completed, leaving a residual balance of \$36,393 rolling into FY 2019-20 for

**City of Clayton
Budget Message
General Fund Reserves**

completion. The following table summarizes the annual progress on each of the one-time projects funded by the General Fund's FY 2014-15 excess:

Project Description	Original Amount Authorized	Amount Rolled to FY 2016-17 to Complete	Amount Rolled to FY 2017-18 to Complete	Amount Rolled to FY 2018-19 to Complete	Amount Rolled to FY 2019-20 to Complete (Est.)
1. Exterior repaint of city hall	\$ 6,900	\$ -	\$ -	\$ -	\$ -
2. Exterior/interior repaint of Endeavor Hall	12,240	-	-	-	-
3. Refinish oak wood floor at Endeavor Hall	5,473	-	-	-	-
4. Reseal Endeavor Hall concrete walkway	1,250	1,250	-	-	-
5. Ten (10) additional trash receptacles at CCP	18,322	-	-	-	-
6. Replace three (3) grills at CCP	1,724	-	-	-	-
7. Clean/reseal two (2) restroom floors at CCP	4,900	4,900	-	-	-
8. Purchase new public works mini-excavator	46,243	-	-	-	-
9. Keller outhouse demolition	20,000	18,668	18,668	-	-
10. Police cameras at city entry/exit points	132,983	132,817	132,817	-	-
11. Police labor overlap and training for attrition	38,237	20,881	-	-	-
12. Upgrade city website and IT services	47,000	47,000	15,346	-	-
13. Electronic records management (laserfiche)	48,337	48,337	48,337	48,337	36,393
14. Searchable online municipal code	5,000	5,000	5,000	5,000	-
	\$ 388,609	\$ 278,853	\$ 220,168	\$ 53,337	\$ 36,393

Earmark of FY 2015-16 General Fund Annual Excess

On February 21, 2017 the City Council took action to utilize the General Fund excess (\$203,325) supported by the FY 2015-16 audited CAFR. This annual excess helped address an updated priority list of pressing one-time needs. Specific needs included additional funding for the newly-established pension rate stabilization fund as well as replacement of the failing city hall HVAC and boiler unit. Both of these projects were fully funded and completed by the close of FY 2017-18.

Earmark of FY 2016-17 General Fund Annual Excess

On January 16, 2018 the City Council took action to utilize the General Fund excess (\$299,000) supported by the FY 2016-17 audited CAFR to address an updated priority list of one-time needs of the City. All but one of the six projects approved by the City Council to be financed with these excess reserves is expected to have been completed by the close of FY 2018-19. The only project expected to roll into FY 2019-20 for completion is the state-mandated development of a City-wide green infrastructure plan, of which a contract for consultant services was awarded on April 16, 2019 (\$42,317). The following table summarizes the annual progress of each of the projects funded by this action:

Project Description	Original Amount Authorized	Amount Rolled to FY 2018-19 to Complete	Amount Rolled to FY 2019-20 to Complete (Est.)
1. Replace mobile data terminals - 9 Units	\$ 96,000	\$ 96,000	\$ -
2. Install new AT&T line for DOJ data connect	25,000	23,220	-
3. Consultant to re-evaluate open space fee	25,000	23,099	-
4. Green infrastructure plan	50,000	50,000	50,000
5. Update local hazard mitigation plan	45,000	19,075	-
6. Augment pension rate stabilization fund	58,000	-	-
	\$ 299,000	\$ 211,394	\$ 50,000

**City of Clayton
Budget Message
General Fund Reserves**

Earmark of FY 2017-18 General Fund Annual Excess

Most recently, on February 19, 2019, the City Council took action to earmark \$100,000 of General Fund annual excess supported by the FY 2017-18 audited CAFR to augment the City's Pension Rate Stabilization fund. Following inter-departmental outreach as well as consultation with the City Council Budget Sub Committee, this was identified as the most pressing need of the City at this time. A transfer to the Pension Rate Stabilization Fund addressing this City Council directive was completed during FY 2018-19.

FY 2019-20 General Fund Reserves Status

By set City Council formal policy, a minimum General Fund reserve has been set at \$250,000 for never-to-be-expended "catastrophic" purposes. In practice this has been implemented and easily complied with, indicating perhaps this floor requirement should be re-evaluated and possibly elevated at some point. However, the practicing Policy Goal of the City Council is to establish and retain an undesignated reserve of 50% relative to the annual General Fund Budget. The FY 2019-20 proposed budget projects total General Fund reserves, net of unspent City Council earmarks of excess reserves, to be \$5,524,695 as of July 1, 2019. This reserve balance is 1.16 times the proposed General Fund appropriations for FY 2019-20. Subtracting the "untouchable" minimum reserve of \$250,000 to reflect true reserve equity lowers this ratio to a still healthy 1.12 (\$5,324,695). This measurement demonstrates the effectiveness of the City's prudent fiscal policies over the long-run.

**City of Clayton
Budget Message
Special Revenue Funds**

SPECIAL REVENUE FUNDS

An appendage to the General Fund operations of the City, the City Council and staff are charged with stewardship over the provision of public services employing restricted-use monies accounted for in *special revenue funds*. In accordance with the Government Accounting Standards Board (GASB), special revenue funds are “governmental funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes.” In total, the City currently has twelve (12) such special revenue funds that account for such restricted use monies. Strict controls and regulations are placed on the City’s special revenue funds’ express purpose and expenditure. These funds are in essence self-contained operations yet form a critical portion of the overall City Budget as these funds underwrite much of the public service and improvement mission of the City. The following section provides a discussion of the fiscal status of each of these special revenue funds.

A. HUTA Gas Tax Fund - No. 201

Derived from layers of state transportation taxes on the sale of gasoline [*California Street and Highway Code*, Sections 2105, 2106, 2107 and 2107.5; voter-approved Proposition 42 “Traffic Congestion Relief Act” monies], this group of revenues is deposited into a fund referred to as the City’s “Highway Users Tax Account (HUTA) Gas Tax Fund”. Local HUTA funds in the past have been a reliable source of funding for cities since the 1970s and are universally used to fund local road maintenance and repairs. The use of HUTA gas taxes is restricted by Article XIX of the California State Constitution and by *California Streets and Highways Code* section 2101. All HUTA gas taxes must be expended for the following:

- The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental impacts, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- The research and planning for exclusive public mass transit guideways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- The construction and improvement of exclusive public mass transit guideways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guideways.

**City of Clayton
Budget Message
Special Revenue Funds**

- The payment of principal and interest on voter-approved bonds issued for the purposes specified above.

Historically, the City of Clayton has generally used HUTA monies to perform annual street re-striping and safety re-markings, traffic regulation and warning signs and replacements, resealing of street cracks, sidewalk and gutter repairs, replacement of street name signs, operation and repair of arterial street lights, and traffic signal maintenance.

Due to the City's pattern of heavy reinvestment of HUTA tax funds into maintenance and repair of local streets and roads, our City has been successful in its upkeep of this infrastructure. In total, the City has invested approximately \$1,585,000 of HUTA tax monies into street repaving and improvements capital projects over the last ten fiscal years (since FY 2009-10). This accomplishment has enabled Clayton to consistently remain in the Top 5 best average pavement condition streets within Contra Costa County and greater Bay Area. Clayton is currently ranked No. 2 in all of the Bay Area and tied for No. 1 in Contra Costa County with a PCI of 84. This Pavement Condition Index (PCI) ranks Clayton's overall street system in the "Very Good" category, with the average Bay Area PCI being 66. Pavements are rated from 0 to 100 with 100 being the index assigned to a newly paved street.

Utilizing the latest projections published by the League of California Cities, FY 2019-20 HUTA gas tax revenues are estimated to total \$305,890, reflecting a slight decrease of approximately 0.9% from FY 2018-19 HUTA taxes. This substantial increase is a result of the implementation of Senate Bill 1 (SB1) during FY 2018-19 with FY 2019-20 being the first full fiscal year incorporating the new gas tax provisions of the law. SB1 resulted in a noticeable increase in Section 2103 taxes.

The City's HUTA Gas Tax Fund is projected to open FY 2019-20 with positive reserve balance of \$201,905. In the adopted FY 2018-19 budget, this balance was earmarked for the completion of the Keller Ridge Collector Street Rehabilitation (CIP 10425) and the 2018 Neighborhood Street Repave (CIP 10436) projects. With the completion of these two CIP projects under budget during FY 2018-19, the City's policy of spending the most restrictive funds first for CIP projects resulted in excess HUTA monies being rolled into next year's budget making them available for new street projects.

After allocation of monies for basic transportation maintenance and operation expenses (i.e. electricity for arterial street lights and traffic signals at \$53,000; traffic signal maintenance through contract with the County at \$22,000; City Maintenance personnel labor-related costs of \$31,800 for street maintenance tasks and traffic sign replacements; general street maintenance supplies at \$11,000), it is proposed to appropriate HUTA gas

**City of Clayton
Budget Message
Special Revenue Funds**

tax transfers of \$356,535 (64.8% of total proposed appropriations) to the City's Capital Improvement Project Budget for the following street improvements and repairs:

ADA Sidewalk/Parking Improvements	\$	6,000	CIP 10394A (annual)
2020 Neighborhood Street Program		350,535	CIP 10449
Total		\$ 356,535	

Consistent with the prior year plan in order to use existing HUTA Gas Tax fund reserves for eligible City streets projects, the proposed budget plans to draw down all available reserves and end FY 2019-20 with fund balance of zero consistent with state policy to "use it or lose it."

B. RMRA Gas Tax Fund - No. 202

The Road Repair and Accountability Act of 2017, also referred to as Senate Bill 1 (SB1), is a significant new investment in California's transportation systems of approximately \$5.2 billion per year. SB1 increased the per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, sought to stabilize the problematic price-based fuel tax rates and provide for inflationary adjustments to rates in future years. In result, SB1 more than doubled local streets and road funds allocated through the existing Highway Users Tax Account (HUTA) gas taxes described previously, allocating monies from new taxes through the establishment of a new Road Maintenance and Rehabilitation Account (RMRA).

The RMRA receives monies from the following new taxes imposed under SB1:

- A 12¢ per gallon increase to the gasoline excise tax effective November 1, 2017.
- A 12¢ per gallon increase to the diesel fuel excise tax effective November 1, 2017, half of which is allocated to the Trade Corridors Enhancement Account with the remaining half to the RMRA.
- A new vehicle registration tax called the "transportation improvement fee," effective January 1, 2018, based on vehicle market value.
- An additional new \$100 vehicle registration tax on zero emission vehicles model year 2020 and later effective July 1, 2020.
- Annual rate increases to these taxes beginning July 1, 2020 (July 1, 2021 for the ZEV fee), and every July 1st thereafter for the change in the California consumer price index (CPI). The first adjustment made on July 1, 2020 will cover the CPI change for the two year timeframe November 1, 2017 through November 12, 2019.

The restricted-use of RMRA gas tax monies is similar, but not identical, to HUTA gas tax monies. Pursuant to *California Streets and Highways Code* section 2030, RMRA allocations must be deposited into a separate restricted-use fund and may only be used

**City of Clayton
Budget Message
Special Revenue Funds**

for projects that include but are not limited to: road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, and complete street components.

During FY 2018-19 the City completed the 2018 Neighborhood Streets Repave Project (CIP 10436) resulting in the full utilization of the \$64,355 in RMRA funds budgeted for this project. However, the Pine Hollow Upgrades (CIP 10379) project was still in the planning and design phase by the close FY 2018-19 and 100% the underlying appropriations for this project are proposed to roll into the FY 2019-20 budget for completion. On April 16, 2019, anticipating additional funding needs for this project, the City Council again authorized a Resolution earmarking the allocation of new FY 2019-20 RMRA gas tax revenues estimated to be \$189,202 to this project. Accordingly, after incorporating the opening balance of the RMRA reserves in FY 2019-20, a total of \$359,147 has been budgeted to fund the completion of CIP 10379.

Consistent with the City's regular objective to use all available HUTA gas tax reserves for eligible City streets projects, the proposed RMRA Gas Tax fund budget also plans to draw down all available reserves and end FY 2019-20 with a zero fund balance.

C. Citywide Landscape Maintenance District - Fund No. 210

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of its citywide public landscaped areas. This voter action created the City of Clayton Landscape Maintenance Community Facilities District 2007-1 (LMD). This annual special parcel tax is restricted to landscape costs associated with: arterial and specified roadway medians and parkways, the trails system, the annual open space non-native (exotic) invasive weed abatement in city-owned open space of the area hills, the annual open space and trails weed abatement for fire and public safety, landscape and turf irrigation and the monthly maintenance and special occasion/holiday operation of the "Clayton Fountain". Operations for the LMD are separately accounted for by the City in a restricted-use special revenue fund.

Measure B, the 2007 ballot measure, expired June 30, 2017. Given this was the only source of funds for the maintenance and operation of the LMD, in order continue this sole funding a special parcel tax, "Measure H" was placed before the voters on the June 7, 2016 ballot needing two-thirds (66.67%) voter approval. In June 2016, the voters overwhelmingly elected (77.1% positive vote) to extend the LMD special parcel tax for an additional ten (10) years.

Maintenance of City parks is not included as an authorized expenditure under the LMD Act; park maintenance obligations fall to the City's General Fund. *Citywide public landscaping services have always been funded by a special parcel tax levied on private properties*

**City of Clayton
Budget Message
Special Revenue Funds**

throughout the City. The LMD has now completed its second year of operation under Measure H. The LMD has a City Council-appointed Trails and Landscaping Citizens' Oversight Committee (TLC) that meets periodically to ensure the promised maintenance standards and efficiencies are achieved and reviews the budget ensuring these special-purpose tax revenues are used for their intended purpose as established under the previous ballot measure for the LMD.

Pursuant to the terms of voter-approved Measure H, the special parcel tax rate may be modified annually by the change in the consumer price index (CPI) as published by the U.S. Bureau of Labor and Statistics from April to April for this geographic region (San Francisco-Oakland-Hayward, CA). In no event shall the special parcel tax rate be increased by more than three percent (3.0%) annually. Given the local CPI change (from April 2018 to April 2019) was 4.01% the special parcel tax growth factor must be capped at 3.0% for FY 2019-20. Accordingly, the LMD'S projected revenues are proposed to be increased by 3.0% to a total of \$1,155,398 for FY 2019-20. This results in a modest increase to LMD special parcel tax revenues of \$33,652 over the prior year's adopted budget. The capped CPI growth adjustment will result in an increase of \$7.68 per residential parcel over the prior year rate (last year's single family rate was \$255.86; including the capped CPI adjustment factor the new single-family parcel rate will be \$263.54).

Over the past ten years, from FY 2007-08 through FY 2018-19, it is estimated the LMD will have used approximately \$1.7 million of these special parcel tax funds for public landscape and irrigation and trail system improvements. When including additional LMD improvement projects planned for FY 2019-20, the LMD will have invested over \$2 million into landscape-related capital improvements in addition to maintaining current landscaping. For FY 2019-20, the LMD has budgeted to fund the following landscape improvement projects already reviewed and approved by the City Council-appointed TLC during their review of the FY 2019-20 draft budget:

<u>Project Description</u>	<u>Amount</u>	<u>Project ID</u>
Downtown Planters Replacement Project	\$ 245,157	LMD2015-1
Clearing Trail Dead Brush	10,000	LMD2019-3
Wireless Irrigation Controller Replacement (ongoing)	20,000	LMD2019-4
Clayton Rd. Median Improvements	56,000	LMD2019-5
Replace Irrigation System Central Control Panel	30,000	LMD2020-1
Subtotal	361,157	
 Subdivision/City Entry Sign Replacement Contingency	 2,000	
 Grand Total	 \$ 363,157	

**City of Clayton
Budget Message
Special Revenue Funds**

The proposed LMD budget is a balanced operational budget, responsibly utilizing fund balance to undertake non-recurring capital improvement projects. This practice is consistent with prior year budgets as the LMD is pay-as-you-go for such improvements, responsibly drawing on fund balance as needed. Proposed appropriations of the budget are annually adjusted for anticipated water and electrical utility rate increases as well as for fuel, fertilizer, water, etc.

The prior year's City Council adopted budget included the Downtown Planters (Main Street) replacement project at an estimated total cost of \$300,000. By the close of FY 2018-19, it is estimated \$55,413 will have been incurred to-date for plan preparation and specifications (\$19,069 in FY 2016-17; \$1,344 FY 2017-18; \$35,000 projected for FY 2018-19). For FY 2019-20 a budget estimate of \$245,157 is being set aside for construction and completion of this project. The City Engineer is undertaking plan and specification updates and anticipates going out to bid by the close of FY 2018-19. The lowest responsive bidder would then be recommended directly to the City Council for direction. The work for this project is anticipated to be completed between July and September of 2019. If the project bid comes in higher than budgeted, the City Council would need to authorize additional appropriations for this project from either the reserve or re-allocations of appropriations included in the FY 2019-20 proposed budget. This project has been delayed due to other pressing work items requiring attention of the contract City Engineer including street repair and repaving projects and the El Molino Drive Sanitary Sewer Improvement Project. As such, the proposed budget plans to roll unspent appropriations for this project into FY 2019-20 anticipating its completion by the end of the fiscal year.

During FY 2018-19, the previously approved project to remove 18 large eucalyptus trees in the specified open space areas was completed within the budgeted cost of \$185,000. Trees in the scope of this project identified as hazardous and requiring removal were located on Regency Dr. and El Molino Dr. as well as along a portion of the Cardinet Trail adjacent the Rachel Ranch subdivision.

Two years ago the adopted budget included a city-wide subdivision entry re-landscaping project estimated to cost \$300,000. Although concept plans were approved, outside Landscape Architect services were needed to survey all utilities and irrigation as well as prepare construction level plans and specifications for public bidding. Despite much effort, staff was unable to locate a qualified Landscape Architect with the time or interest to undertake this project and submit a proposal for this work. Therefore last year (FY 2017-18) the City Council put a hold on the project, and the allocated funds were returned to the fund reserves in FY 2017-18. There are still no plans to move forward with this project at this time, and the fund balance is insufficient to undertake the magnitude of this project.

**City of Clayton
Budget Message
Special Revenue Funds**

Over the past year the LMD has generated a modest reserve balance to allow the consideration of the aforementioned non-operational landscaping improvement projects to be undertaken. Although the proposed budget anticipates an ending fund balance reserve of \$449,430 by the close of FY 2019-20, staff is not proposing additional capital projects in order to allow time to complete prior approved projects and to have sufficient funds for normal operational cash flow purposes.

An enormous impact on LMD operations from FY 2012-13 through FY 2016-17 was the declared drought conditions and the severe water conservation reductions imposed by Contra Costa Water District (CCWD) as directed by the Governor's Executive Order Emergency declaration. While homeowners were placed under a 25% reduction plan, city and commercial irrigation water consumers were set at a massive 45% mandatory water reduction order. With irrigation cutbacks of that magnitude, the City Council ordered the LMD to suspend irrigation water to turf and bushes, reserving restricted water supplies to irrigate public trees. The LMD also halted all operation of the Clayton Fountain (even though it is a recirculating fountain) and reduced outside watering to two days per week. This action plan negatively impacted much of the water intensive landscape in order to sustain the more valuable plants and mature signature trees in the LMD. Capital improvement projects engaged during the extended drought timeframe were hardscape-only oriented.

Although the State of California and CCWD relaxed water restrictions, allowing additional outdoor water irrigation uses than in the recent years, there are still reductions needed to balance against recent water rate increases. For example, new case law has now mandated water districts re-engineer their billing rate structures to incorporate greater costs for service areas with greater water delivery demands (i.e. higher elevations requiring more energy for delivery). Clayton's geographic location resulted in a rate tier increase by CCWD in January 2019 of over 6%. The proposed budget for LMD water irrigation supply service incorporates a large projected water cost increase of \$45,300 over the prior year budgeted figure, bringing the total budgeted water supply expenditure to \$202,300. In addition to rate increases, the growth in the water services line item over the last two years also reflects the normalization of water irrigation costs back to pre-drought periods.

Personnel services for this labor-intensive work effort account for 32.98% of the LMD budget in FY 2019-20 (\$500,700). Whenever possible, less complex tasks within the LMD are assigned to in-house part-time or contract temporary seasonal personnel, which allows full-time permanent City maintenance personnel to focus their efforts on tasks requiring journeyman-level experience (i.e. irrigation line and system repairs). The LMD has only one full time dedicated staff person of the six (6) permanent Maintenance Department personnel.

**City of Clayton
Budget Message
Special Revenue Funds**

As approved by Measure H voters, the LMD'S budget includes a recurring line item (account 7316) for the purchase of replacement plants, budgeted at \$20,000. The LMD further contributes an annual allocation to the City's Capital Equipment Replacement Fund (CERF) for its shared cost of utilizing City Maintenance Department vehicles for LMD operations budgeted at \$30,000 in FY 2019-20. A relatively nominal amount of \$38,760 (3.30% of annual LMD revenue) is transferred to the City's General Fund to help defray the LMD's share of administrative support and overhead incurred by the City (i.e. telephones, payroll processing, accounts payable, management, compliance, legal, etc.).

With all of these actions, the LMD's ending fund balance on June 30, 2020 is projected to be \$449,430. The LMD's healthy reserve position is evidence the City does not siphon "surplus" monies into its General Fund but uses the special parcel tax revenues for its intended voter-approved purposes. Its monetary existence is now crucial with the LMD re-examining priorities to replace landscape lost (including adding in more hardscape treatments) from the necessary extreme water conservation measures during recent drought conditions.

The TLC reviewed the FY 2019-20 proposed budget at its public meeting on April 15, 2019. After review, the TLC recommended the special parcel tax levy for the LMD be increased by the inflationary cap of 3.0% pursuant to the voter-approved Measure H. The TLC further recommended approval of the proposed LMD budget for FY 2019-20 as presented, including the specific landscape improvement projects outlined previously.

D. The Grove Park Fund - No. 211

The Grove Park officially opened to the community on January 12, 2008 and on May 29, 2008, the City Maintenance Department assumed full responsibility for the care and maintenance of The Grove Park. On Opening Day, the public park immediately became the signature statement of our community, and ever since it has been the popular gathering place for residents and visitors to the Clayton Town Center. Voters originally approved this restricted special parcel tax in November 2006 to maintain the park for ten (10) years, with the levy first collected in FY 2007-08. In November 2014, the voters overwhelmingly elected to extend The Grove Park special parcel tax for an additional twenty (20) years through the passage of Measure P (81.3% positive vote) making FY 2018-19 the 12th year of the restricted-use special parcel tax's existence. Operations for The Grove Park are accounted for by the City in a legally separate restricted-use special revenue fund.

Pursuant to the terms of voter-approved Measure P, the special parcel tax rate may be modified annually by the change in the consumer price index (CPI) from April to April. However, in no event shall the tax rate be increased by more than 3.0% each year. Given the CPI change (from April 2018 to April 2019) was 4.01%, the special parcel tax

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growth factor will be capped at 3.0% for FY 2019-20. Accordingly, The Grove Park's proposed budget for FY 2019-20 incorporates an increase to the special parcel tax levy of 3.0% to a total of \$134,210 resulting in a relatively minor increase of \$4,020 over the prior year's adopted budget. The capped CPI growth adjustment will result in an increase of \$0.64 per residential parcel over the prior year rate (last year's single family rate was \$21.30; including the capped CPI adjustment factor the new rate will be \$21.94). The Grove Park fund received its 10th and final installment of the generous \$10,000 annual donation from Endeashian, Inc. (developers and landowners of the CVS/Pharmacy store site - formerly Longs Drugs Store), two years ago in FY 2016-17. Despite the conclusion of this ten year pledge, Endeashian, Inc. graciously donated an additional \$1,000 to The Grove Park fund in both FY 2017-18 and FY 2018-19, which was both unexpected and unsolicited.

Bolstered by these revenues and interest earnings, The Grove Park fund is projected to maintain a positive reserve balance of approximately \$343,154 by the close of FY 2018-19 with reserves slightly increasing to **\$365,524** at the close of FY 2019-20. Of this projected FY 2019-20 ending fund balance amount, \$136,202 is projected to be held in the asset replacement reserve approved in the adoption of Measure O, \$65,000 in the unallocated stabilization reserve (increasing by \$5,000 annually), and \$165,322 in unrestricted reserves. As The Grove Park's apparatus and infrastructure ages following twelve years of heavy public use, these reserves will be critical to maintain this public gem.

For FY 2018-19, it is projected total expenditures of The Grove Park will be approximately \$113,074 offset by revenues totaling \$142,380, resulting in an operating surplus of \$29,306. This projected surplus was largely a result of the Maintenance Department delegating more of the simple and recurring operational park maintenance tasks to less expensive contract seasonal labor workers than was originally anticipated in the adopted budget. Following the end of the statewide drought, The Grove Park's new water play feature was activated for the first time two years ago in FY 2016-17. This led to substantially higher water consumption than prior years due to its immense popularity with the public. Despite some initial concern The Grove Park's budget would not be able to sustain the spike in water consumption costs, after three years of accumulated cost information it appears this new operational feature is sustainable in an annual balanced budget, including the requirement for annual set-asides for the asset replacement and unallocated stabilization reserves. Prospectively, staff will continue to monitor for any unsustainable trends in water demand paired with the new higher water rate tier structure in order ascertain what future water play feature use-restrictions, if any, are necessary to sustain the annual reserve set-aside goals established by the ballot measure.

As The Grove Park continues to mature and its public attraction increases, more City Maintenance Department personnel time may be necessary to keep it in a condition

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worthy of the City's signature piece. During the summer and on Saturday Concert Series weekends, a part-time seasonal maintenance worker is assigned to perform routine maintenance and oversight tasks at The Grove Park to ensure this highly-visible asset shines for our community. The adjacent municipal well provides landscape irrigation and other non-potable water needs of The Grove Park, saving considerable taxpayer monies compared to the metered water prices of Contra Costa Water District.

To continue to meet the operational objectives of The Grove Park, appropriations of \$123,040 are proposed for FY 2019-20. This results in a planned operating surplus of **\$22,370**. As this projected surplus is just slightly less than what is required for the annual replenishment of the asset replacement and unallocated stabilization reserves (\$23,000 total), it results in an allocation of \$600 from the unrestricted reserve to meet the reserve set-aside requirements for FY 2019-20. Nevertheless, The Grove Park fund's total reserves remain sufficient beyond its normal yearly operations. The City Council may take action after the adoption of the budget to utilize these reserves for additional capital improvements at The Grove Park.

E. Oakhurst Geological Hazard Abatement District - Fund No. 212

Formed by the City Council during the construction of the Oakhurst Development Project, this benefit assessment district encompasses all of the lots and open spaces within the Oakhurst [residential] Development. The Oakhurst Geological Hazard Abatement District (GHAD) has the authority but not the obligation to perform repairs to public, or authorized private, properties caused by certain geologic hazards such as landslides within this area. In order to fund any such operations, the GHAD Board of Directors (City Council) is required by state law to receive an affirmative vote by the real property owners within the district for any increase in the assessment rate. Although insufficient assessment revenues have always existed to perform much of the identified or speculated hillside repairs, the property owners within the district have rejected any increase to their assessment three (3) times in the past. The GHAD Manager (contract City Engineer) manages the district and provides a separate budget and annual report to the Board of Directors in June annually.

Due to the restricted amount of voter-approved assessments, the GHAD levies an annual assessment that generally produces the same amount of revenue each year for general geologic hazard abatement purposes within the Oakhurst Development. For FY 2019-20, assessment revenue is projected to be approximately \$42,712, which incorporates an April 2018 to April 2019 consumer price index (CPI) inflationary increase of 4.01%. Currently, it is unlikely property owners within the district would approve a significant rate increase sufficient to arrest or mitigate hillside movements. Interest earnings are insignificant for the GHAD fund estimated to be \$200, which operates for most of the 12 months in a cash-flow deficit. The assessment revenues are

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not received by the GHAD [City as its fiduciary agent] until property owners pay their property tax bills in December and again in April each year.

Nominal management expenses proposed for the GHAD this year include \$8,300 for City Engineering services (District Manager) and \$1,500 allocated for specialized legal services. Although litigation has been settled, the GHAD is still internally assessed a share of the City's general liability insurance premium increases which were historically propelled by the Oakhurst hillside movement litigation, which served lawsuits against the GHAD as well as the City. This annual expenditure (\$7,000 in FY 2019-20) must remain for several years following settlement of the litigation as those defenses pertaining to the GHAD's share of General Fund insurance premium expenses still impact the annual calculation of the City's general liability insurance premium for that prospective time period. Since the GHAD does not have its own employees, a base transfer of \$7,780 to the City's General Fund for general administrative and clerical support services is critical to sustain the bare existence of the District (18% of annual assessment). County administrative fees to levy, collect, and disburse the GHAD property tax bill assessment are estimated at \$1,260.

Project costs totaling \$20,427 are planned for FY 2019-20, which includes the installation of additional inclinometer and piezometers to enhance ground movement detection and measurement as well as a \$5,000 project expenditure contingency for emergency repairs (i.e. crack sealing, slide repair, etc.). Accordingly, and due to the limited financial resources available, the GHAD is projected to fully utilize its reserves to fund these key projects by the close FY 2019-20. Although these projects are designed to improve prevention and detection measures, no significant geologic hazards can be abated in exchange for the relatively small total assessment levy. The GHAD maintains its legal life with the foresight and wisdom that affected property owners might someday wish, or need, to proactively utilize this legal instrument to address hillside movement remediation.

F. Presley GHAD Settlement Fund - No. 213

In 2003 the City and Geological Hazard and Abatement District (GHAD) settled its lawsuit against Presley regarding damages to City infrastructures in the Kelok Way area of the Oakhurst Development. After reimbursement to the City of advanced legal expenses, proceeds from the settlement were retained in a separate fund for use to clean V-ditches in the area, monitor hillside movement and explore mitigation options to protect public infrastructures in the development. During FY 2010-11, funds were appropriated from this reserve (\$110,000) to perform road resurfacings within the development in conjunction with the 2010 Pavement Rehabilitation Project (CIP No. 10409). More recently, in FY 2017-18 this fund incurred \$19,870 for the removal and replacement of broken concrete V-ditches in three separate locations within the GHAD.

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No expenditures are currently planned for the upcoming FY 2019-20 budget year. After the inclusion of projected interest earnings to this fund of approximately \$1,500 it is anticipated this fund will end FY 2019-20 with a positive reserve balance of **\$107,779**. These monies may yet be tapped for further area repairs to damaged public infrastructure and/or arrest hillside movement in the future, as well as deficit operations of the GHAD fund.

G. Neighborhood Street Light Fund - No. 214

This fund accounts for the operations of the Clayton Neighborhood Streetlight Benefit Assessment District. This restricted-use assessment is collected through the real property tax bill on Clayton residential properties [current assessment ranges from \$8.34 - \$43.54 per residential unit per year]. Since FY 1996-97 (for twenty-three consecutive years), the City **has not requested or increased the rate charged to real property owners** for the public street lights in their neighborhoods. These assessments are restricted for public street light operations and maintenance within residential neighborhoods, excluding arterial streetlights, which are funded through HUTA gas taxes accounted for in a separate restricted-use fund. This fund's proposed budget incorporates the same amount in revenues as last year (\$125,991) since this assessment can only be increased by affirmative vote of the assessed property owners pursuant to the law (Proposition 218).

In order to continue providing current services within the existing assessment rate, consistent with the prior year and recent years, a draw on existing reserves is expected in FY 2019-20 by approximately **\$33,649**. The primary driver of this deficit is seemingly perpetual increases to PG&E electrical utility rates. One alarming expectation in the proposed budget for next year is the expectation the gas and electrical line item (account 7335) will exceed the total assessment of the district by itself for the first time ever.

With a projected opening positive reserve balance of \$83,052 to start FY 2019-20, there is trending justification to approach voters for an increase to this annual assessment. With the projected utilization of fund balance reserves in FY 2019-20, this fund is projected to close FY 2019-20 with a reserve balance of **\$49,402**. Total proposed appropriations of the fund are \$161,440, or 6.5% higher than the prior year adopted budget necessary to cover anticipated electrical service charges as well as inflationary growth for other operating, maintenance, and administrative support services. At the current rate of reserve use, this fund has **just one full fiscal year left** of operational reserves before the fund is expected to run out of money in FY 2021-22. Clearly, given annual hikes in PG&E electrical rates and the longtime zero increase cap on the assessment amount (since FY 1996-97) the fund has been in a structural deficit position for several years which will need to be addressed in the near term.

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It has been twenty-three (23) years since the Neighborhood Street Light Benefit Assessment rates were raised, and the law is clear voter approval is mandatory to do so. Absent an increase to the assessment to capture inflationary growth, should the fund deplete its reserves in FY 2021-22 as currently projected, a policy call would likely be needed to either fund the annual operating deficit with a General Fund subsidy (further depleting limited revenues necessary for existing basic public services) or by turning off selected neighborhood streetlights. Redirecting street lighting costs to the HUTA Gas Tax Fund is not advisable as it would reduce funds vital in keeping Clayton's streets in top notch condition (currently tied for second place in the entire Bay Area). Conversely, should the annual assessment be lowered by City Council action (under a public policy theory that plentiful reserves should become a pseudo rebate to taxpayers), the lowered street light rate is then locked in and cannot return to its higher rate in the next or subsequent years without an affirmative two-thirds vote of the property owners. It is further noted the reserve position of this fund does not incorporate an amortization program for replacement of aging or deteriorated wooden street light poles

H. Stormwater Fund - No. 216

This account manages collection and use of Stormwater Equivalent Runoff Units (ERU) levied locally to assist the City in compliance with unfunded State-mandated regulations through our National Pollution Discharge Elimination System (NPDES) Permit. Case law has now confirmed (previously challenged and lost by southern California cities) Regional Water Quality Control Boards do indeed have authority to levy unfunded mandates against pollutant dischargers (cities and counties) by virtue of the federal Clean Water Act and the California Porter-Cologne Water Quality Control Act.

By previous Council action long ago, this real property tax levy was maximized at its allowable cap in year 2000, which is projected to net the City \$73,705 for local use in FY 2019-20. In reality, the assessment generates higher gross revenues (\$126,306), however the following purposes snag portions of the City's local levy before ever touching our local coffers:

Contra Costa [Cities] Clean Water Program	\$	34,801	
Commercial Building Inspections by Sanitary Distri		8,000	
County Auditor-Controller Administrative Fee		3,800	
Reserve Fund for the Clean Water Program		3,000	
Flood Control District Management Expense		3,000	
Total Revenue Offsets:		\$ 52,601	41.65%

In addition the City must pay an annual NPDES Regional Discharger Fee to the State projected to be approximately \$10,000, further dipping into the annual local assessment levied by the City.

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The City's 5-year Stormwater Permit (MRP) is issued by the San Francisco Regional Water Quality Control Board. Public agencies, including Clayton, are now under requirements to elevate enforcement, monitoring measures, and treatment projects each year to ensure cleaner stormwaters. This permit, called MRP 2.0, was issued in 2016. The permit contains additional and enhanced requirements for cities such as: managing litter that can get into its drainage and creeks from private and public properties; PCB and Mercury pollutant testing/monitoring; maintenance and enforcement activities; "green infrastructure" which would set forth standards for cities to redirect existing storm drainage water from streets, sidewalks and parking lots and buildings into landscape areas; and enhanced Integrated Pest Management (IPM) policies, practices and mandatory training and certifications. These additional permit terms will continue to impact the Stormwater fund's reserves. As other cities in the state are experiencing similar funding constraints, State legislation (SB 231) did allow for consideration by the voters through a Prop 218 process to address some Stormwater improvements; however the legislation did not fully rectify the needs of local cities as it related to the permit mandates. The next permit (MRP 3.0) is planned for issuance for use in 2020-21 and will likely contain even more unfunded mandates.

MRP 2.0 required information on the latest Green Infrastructure (GI) requirements to be disclosed to elected officials and the public each year by June 30, 2017 along with additional reporting thereafter. MRP 2.0 defines GI as *"Infrastructure that uses vegetation, soils, and natural processes to manage water and create healthier urban environments..., green infrastructure refers to stormwater management systems that mimic nature by soaking up and storing water."* GI is designed to capture and reduce existing PCB including background levels, and Mercury. The second objective of GI is to recharge runoff into the ground creating more filtering and more natural infiltration into creeks and waterways. The permit mandates the retrofitting of existing impervious surfaces with Green Infrastructure be evaluated, analyzed, planned for, costed, and reported upon.

The GI mandate has two main elements to be implemented:

- Preparation of a Green Infrastructure Plan for the inclusion of bioswale/landscape planter (LID) drainage design into existing storm drain infrastructure, including streets, roads, storm drains, etc.
- Identification of early opportunities for implementation of Green Infrastructure Projects Green Infrastructure Plan

The Green Infrastructure Plan requirements and deadlines are:

- Prepare a framework or workplan to be approved by the Permittee's City Manager or governing body, and submit it to the SF Regional Water Board with its FY 2016-17 Annual Report. This was completed in October 2018.

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- Prepare a Green Infrastructure Plan and show estimated costs/budget for a GI projects and submit it to the SF Regional Water Board with the 2019 Annual Report.

The permit requires the Annual Report include: a review of current infrastructure (capital improvement) projects; preparation of a list of infrastructure projects planned for implementation with potential for GI measures; and an annual review, update, and submission of the list. Specifically, this list must include: *“a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practical during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description for the project and the reasons green infrastructure measures were impracticable to implement.”*

The purpose of the GI Plan is to identify opportunities and projects, and include and incorporate them into its planned Capital Improvement Plan (CIP). Each public agency’s Plan is intended to serve as an implementation and reporting tool, to set goals for reducing over the long term, the adverse water quality impacts of existing and new urban runoff on receiving waters.

City staff reviewed and compiled an initial list of its City Council approved CIP budget projects and submitted it with its FY 2015-16 Annual Report, and has updated it thereafter as needed in its Annual Report filings. During FY 2019-20 a City staff working group consisting of the Stormwater Manager/Assistant to the City Manager, City Engineer, and Community Development Director, along with outside consultants will prepare Clayton’s draft GI Plan. This work effort is funded by a City Council earmark of \$50,000 of FY 2016-17 General Fund annual excess monies. In April 2019 the City Council authorized a consultant contract to prepare this plan, which will be filed with the Annual Report as required in the permit in October 2019.

Cities are also tasked with reviewing, and updating as necessary, their standard engineering designs and planning policies/ordinances to incorporate GI. The Contra Costa Clean Water Program (CCCWP) is currently working on guidance to the cities for reviewing capital improvement programs and projects, identifying GI potential, advancing planning and design of potential green infrastructure features, and documenting decisions regarding implementation of green infrastructure.

As noted previously, the current permit contains mandated trash reduction requirements which are met through the implementation of the full trash capture devices. The City has installed and maintains twenty-five (25) devices in its four (4) designated trash management areas. Through this effort we have been able to achieve a 100% reduction in trash load baseline, and thereby permit compliance. The City of

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Clayton is one of only a Bay Area few cities to have already achieved this goal. However, recent refinements by the SF Regional Water Board to this requirement may mandate the installation and maintenance of additional full trash capture devices to remain in compliance.

The new permit also requires the use of GIS for database mapping and public viewing availability. The Clean Water Program has begun the establishment of a cloud-based GIS mapping program as a group funded effort for all Contra Costa cities. Each city will have its own section for stormwater mapping with the ability to have additional data layers as it desires. Therefore no additional City funds are needed at this time for the GIS program.

Such permit conditions necessitate ever-increasing expenditures (for reports, studies, documentation, monitoring and projects) which will eventually consume current levy revenues. However, no new funds exist to help address these state mandates. Initial staff analyses reveal an additional \$225,000 to \$515,000 in annual costs could someday impact the City's fiscal operations for this state-mandated purpose alone. Only a Proposition 218 voter approval action can increase the levied rates. The failure of the Clean Water Coalition's Proposition 218 ballot in FY 2012-13 to raise levy revenues turned aside a potential \$93,700 for use in meeting state unfunded mandates for cleaner stormwaters. Since the City reached its parcel levy cap nineteen (19) years ago there have been an astounding 512 additional permit requirements mandated by the SF Regional Water Board, with no increase in revenue to offset the associated costs, resulting in an erosion of the Stormwater Fund's reserves.

In the FY 2019-20 budget, the City's stormwater costs under the permit regulations exceed available revenues by approximately \$50,955, although the close of FY 2018-19 is expected to incur a lesser annual deficit of \$16,937. Fortunately, the proposed FY 2019-20 budget projects the Stormwater Fund will begin next year with a positive reserve balance of **\$72,973**, which is sufficient to cover anticipated unavoidable operating deficit. The depletion of the Stormwater Fund's reserve balance over past several years is a direct result of added permit requirements imposed by the Regional Board in 1996 (referred to as "C-3 amendments"), MRP 1.0 (issued in 2010), and the current MRP 2.0 (issued in November 2015). All of these were state-imposed unfunded mandates, and the forthcoming MRP 3.0 will only exacerbate this fund's fiscal crisis.

Total projected FY 2019-20 labor-related expenditures of \$49,150, including contracted seasonal labor of \$15,000, are necessary for the City's maintenance of the municipal storm drain system including annual debris clearance of creeks and V-ditches as well as proactive measures for the prevention of pollutants into these waters, which ultimately emerge into the San Francisco - Oakland Bay. Educational materials and supplies are also part of the Stormwater Fund's budget, along with our membership in the Contra

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Costa County Clean Water Program. Recoverable expenses include the portion of staff time when working on clean water issues, programs, while Regional Water Quality Control Board directives target specific programs (i.e. "diaper" inserts in storm drain inlets) and local enforcement (i.e. fines). City administrative staff (Assistant to the City Manager) expends an inordinate portion of time (approximately one-third or more) engaged in the management, administration and implementation of this federal and state mandated program for cleaner runoff waters. As such, the proposed budgeted transfer of \$39,990 to the City's General Fund to partially offset this incurred staff time as well as administrative and fiscal support costs is both reasonable and essential.

Total FY 2019-20 street sweeping costs are estimated at \$55,900 to cover monthly street sweeping services. Street sweeping services are paid through this fund as a program component of cleaner stormwater from street gutters. To clarify a common misconception, public streets and gutters are swept monthly to mitigate roadway pollutants from entering the storm drain system, not for street aesthetics or as the substitute broom for an abutting property owner's sweeping/clearance of leaves and debris from the front and/or side yard curbs of one's property. Offsetting revenue for this street sweeping is tendered by real property owners through their trash bills which is projected to be an equal and offsetting \$57,500. This offsetting revenue estimate could potentially be lower due to the revolving number of vacant homes in Clayton (closed accounts) as well as various delinquent and non-paying accounts slicing away at the revenue stream.

Annual expenditures are incorporated into the proposed budget for required contracted services including: \$2,000 for engineering services, \$1,720 estimated for other professional services (i.e. bioswale inspections, etc.), and \$15,200 for contracted services for building/grounds maintenance (i.e. drainage insert cleaning, emergency tree removal, box culvert clearing, etc.). Contracted engineering services will assist in providing the City's response to state-mandates for performing additional drainage/GI analysis, evaluation and annual reporting of our mapped "trash management areas", and PCB analysis. The City Council has addressed the stormwater impact caused by new private construction activities and newer private developments through the requirement of self-supporting mechanisms and has implemented cost recovery through the establishment of fees for homeowners association and benefit assessment districts. Accordingly, new development generally has minimal to no net budgetary impact on either the Stormwater fund or the City's General Fund.

As noted previously, the Stormwater fund is projected to open FY 2019-20 with approximately \$72,973 in reserves, and projects a year-end fund balance of \$22,018 on June 30, 2020, an eye-opening (but not surprising) 69.8% loss in reserves. At this rate, as feared, the Stormwater fund will become depleted in FY 2020-21, with the only sources of discretionary funds to patch the mandated gap being an annual budgeted

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operational subsidy from the General Fund. Absent a new or increased funding source, the first course of action would likely result in either a reduction of permit compliance potentially resulting in non-compliance and triggering SF Regional Board action of fines of up to \$10,000 per day or reduction in other non-mandated city services.

I. Measure J Fund - No. 220

This restricted-use special revenue fund tracks the receipt and expenditure of revenues from the ½ cent sales tax levy approved by County voters in 1988 (Measure C) to provide regional and local transportation and street improvements, a growth management process, and a regional planning process to address quality of life issues. One of the program components of the Measure is its "Return to Local Source" monies wherein cities fully complying with the Measure's Growth Management Program (GMP) Checklist are eligible to receive an annual allocation of monies for local streets and roads maintenance. Disbursement of these monies hinges on a city earning and maintaining a certified Housing Element (either by the California Department of Housing and Community Development [HCD] or via self-certification), and filing a biennial Compliance Checklist. The Contra Costa Transportation Authority (CCTA), cities, and the Contra Costa County were successful in 2004 in obtaining voter approval of Measure J, which extended the authorization of the current sales tax in the County for an additional 25 years beyond Measure C's expiration on March 31, 2009. Accordingly, Measure J is now in effect.

A letter to the City from HCD dated December 11, 2014 stated *"The Department is pleased to find the adopted housing element in full compliance with State housing element law"*. This letter effectively covers the City's compliance with housing element requirements for eight (8) years from the date of issuance. In addition, with CCTA's acceptance of the City's most recent Compliance Checklist covering calendar years 2016 and 2017, the City is eligible to receive its full Measure J Local Streets Maintenance (LSM) or "Return to Local Source" funds for FY 2018-19 and FY 2019-20. The next biennial CCTA Compliance Checklist is scheduled to be presented to the City Council for approval sometime before the end of calendar year 2020 covering calendar years 2018 and 2019. For FY 2019-20 the City projects to receive "Return to Local Source" funds in an amount totaling \$295,000. This new revenue, along with unallocated excess Measure J reserves is proposed to be used for the 2020 Neighborhood Streets Project (CIP 10449) as well as the School Intersection Improvement Project (CIP 10448) in the proposed budget for FY 2019-20.

In addition to this funding, on October 7, 2014 the City signed a cooperative agreement with CCTA and its member cities to receive Program 28a grant funding for Sub-regional Transportation Needs. The co-operative agreement stipulated funds will be allocated starting in January 2015, and then each November until 2034 using a 50/50 population and road miles split formula. In FY 2019-20 the City is estimated to receive an

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additional \$33,938 per the co-operative agreement, which has also been budgeted as additional funding for the 2020 Neighborhood Streets Project (CIP 10449) in the City's CIP Budget.

It is projected the Measure J fund will open FY 2019-20 with a relatively small but positive reserve balance of \$54,834, comprised of both Return to Local Source and Co-operative agreement funds. In addition to new FY 2019-20 Local Return to Source and Co-operative projected revenues, interest earnings of the Measure J fund are projected to decline slightly coming in at \$2,000. Lower investment income results from the depletion of reserves during FY 2018-19 necessary to complete Keller Ridge Collector St. Rehabilitation Project (CIP 10425) and the 2018 Neighborhood Street Project (CIP 10436). Beyond proposed transfers to the CIP fund for capital projects, \$36,810 in Local Return to Source funds will be necessary for ongoing operational and support costs in FY 2019-20.

After allocation of monies for minimal operational and administrative purposes, it is proposed to appropriate Measure J fund transfers totaling \$348,942 (90.5% of total proposed appropriations) to the City's Capital Improvement Project (CIP) Budget. These transfers to the CIP are made up of both Measure J LSM and Measure J Co-op funds. Specifically Measure J LSM is proposed to provide funding of \$100,000 to the 2020 Neighborhood Street Project (CIP 10448) and \$214,412 to the 2020 Neighborhood Street Project (CIP 10449) and Measure J Co-op is proposed to provide funding of 34530 to 2020 Neighborhood Street Project (CIP 10449). Consistent with the prior year budgetary plan, in order to use existing Measure J fund reserves for eligible City streets projects, the proposed budget plans to draw down all available reserves and end FY 2019-20 with a zero fund balance.

J. Restricted Grants Fund – No. 230

This fund is the repository for grants and other subvention funding restricted by law or the underlying grant agreement for specific purposes. The following is a summary of the City's more significant activities funded by the Grants Fund \$36,810:

1. SLESF Grant Program

The Supplemental Law Enforcement Services Funds (SLESF) grant [previously referred to as the Citizen's Option for Public Safety or "COPS" grant] is funded by a portion of the formerly-local Vehicle License Fees (VLF) and is passed through from the State to Contra Costa County, and then to the City of Clayton. This revenue is distributed from the County to the City on a monthly basis in varying increments based on sales tax allocations from the state. SLESF/COPS funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that a) county populations are the populations in unincorporated areas; and b) each agency is to

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be allocated a minimum of \$100,000. Pursuant to state legislation the use of these funds is restricted to "front-line law enforcement purposes." Although previously required, pursuant to a letter from the California State Controller's Office dated August 17, 2012, annual reporting on the use of these funds is no longer necessary.

Throughout the course of the year, the City receives monthly installments of SLESF funding from the County Auditor-Controller's Office based on County pool sales tax figures. Once the City receives its statutory minimum of \$100,000, monthly installments cease for the remainder of the fiscal year. Following the close of the fiscal year, the State Controller's Office calculates the growth in VLF (redirected by the State from city general funds in 2011) above and beyond the base allocation. Any growth in VLF revenues is allocated to participating local agencies essentially on a per capita basis. For the City's purposes, the growth allocation is received so long after the fiscal year end that it is reported on a cash basis in the fiscal year it is received. In FY 2018-19 the City received \$48,746 in SLESF growth revenues related to FY 2017-18 growth figures, resulting in total SLESF revenue of \$148,746, excluding interest earnings.

The proposed FY 2019-20 budget projects the City will receive SLESF funding of \$130,000 including a conservative estimate for the annual growth allocation. This revenue in addition to a projected opening SLESF grant reserve balance of \$97,608 will be utilized to continue underwriting costs associated with the City's 11th sworn police officer working patrol in the community as well as to cover costs associated with maintaining the state-mandated secure line for the Police Department and other related eligible public safety costs. In addition to helping defray these recurring ongoing costs for the 11th officer, \$17,000 of the SLESF grant is budgeted for contracted servicing of the newly installed wireless patrol unit dash cam system. Additionally, \$5,000 of the SLESF grant is budgeted for new Taser equipment and \$12,000 for the newly installed secure high speed T-1 phone line necessary for US Department of Justice compliance. After proposed grant appropriations of \$152,870, the SLESF grant is projected to close FY 2019-20 with a positive balance of \$74,738.

2. Other Grant Funds

Beyond the SLESF grant monies, the Grants Fund expects receipt of \$15,200 in annual revenue from the City's cable communications franchise company (Comcast) for restricted use in Public, Education & Government (PEG) broadcast services and equipment. The City also anticipates being eligible for \$2,000 in Avoid the 25 grant funds from the County to reimburse police labor costs associated with DUI checkpoint enforcement. Finally, the FY 2019-20 proposed budget projects the City will receive an allocation of \$5,000 for the annual

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CalRecycle Beverage Container Recycling grant, which is used to assist the City in establishing convenient beverage container recycling and litter abatement projects as well as to encourage market development and expansion activities for beverage container materials.

On the expenditure side of the ledger, \$15,000 is needed for the City's share of the PEG broadcast channel on which our City broadcasts taped meetings of the Clayton City Council and displays other public/community information. The FY 2019-20 proposed budget once again incorporates the full utilization of previously allocated CalRecycle grant monies as well as new revenues for eligible program purposes such as the purchase and installation of new recycling receptacles. The Avoid the 25 grant, estimated to generate \$2,000 in revenue, operates on a reimbursement basis and revenues received in FY 2019-20 reflect estimated labor costs to be incurred.

In the aggregate, the Restricted Grants Fund is projected to close FY 2019-20 with a positive reserve balance of \$318,155. After the utilization of grant reserves and new revenue during FY 2019-20 for their restricted purposes, year-end reserves are projected to be primarily composed of unexpended balances of the Comcast PEG grant (63%), the SLESF grant (24%), and the Comcast Technology Grant (13%).

K. Development Impact Fees Fund - No. 304

This restricted-use special revenue fund accounts for the impact fees the City has collected from new development within the community. Revenues are private development driven and restricted for use based on the purpose of the impact fee. In recent years, minor development impact fees collected have pertained to relatively small two to six lot developments or accessory dwelling units. By the close of FY 2018-19, it is projected this fund will only have collected \$1,800 in fire protection impact fees pertaining to the six lot Verna Way development. Although it is unknown exactly when any proposed development comes "on-line" thereby triggering the payment of these impact fees, staff does not wish to budget for new development to occur and not be realized. Accordingly, no additional development impact fees are projected to be received in FY 2019-20. The sole revenue source budgeted in FY 2019-20 is from interest earnings projected to total \$10,000, which is allocated on a quarterly basis to each respective impact fee account.

New community development may result in the collection of additional fees, and trigger the necessity to plan new projects to mitigate the increased city costs associated with development expansion. That being said, it is reasonably possible amendments may be required during FY 2019-20 to appropriately reflect new projects to address the demands of more development. Since a project was unable to be completed in FY 2018-19 due to turnover of staff critical to this project, appropriations are once again

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proposed to fully utilize unspent Childcare Fee reserves (estimated at \$48,330) for eligible purposes. Following analysis by the City's Community Development Department, any proposed uses of these funds for a project would be recommended to the City Council for action sometime during FY 2019-20 following the adoption of the budget. Accordingly, given no new fees budgeted to be collected in FY 2019-20, the proposed budget projects a decrease in fund balance of **\$38,330** resulting in a positive ending reserve balance of **\$498,101**.

L. Successor Housing Agency - Fund No. 616

This restricted-use special revenue fund was created as a result of the dissolution of the City's former redevelopment agency (RDA) pursuant to state law (AB1x 26). Through the adoption of Resolution 03-2012 the City Council elected to retain the affordable housing assets of the former RDA in accordance with Section 34176 of the California Health and Safety Code.

All monies in the former RDA's Low and Moderate Income (LMI) Housing Fund were transferred on the dissolution date (February 1, 2012) to the City's Successor Housing Agency Fund. In accordance with the law, the Successor Housing Agency is separate and distinct from all other funds and accounts of the City, to hold, administer and spend the monies originating from the former RDA's LMI Housing Fund to perform housing functions consistent with the Dissolution Act.

On April 24, 2015, the California Department of Finance (DOF) issued its Final Determination Letter approving the Low-Moderate Fund Due Diligence Review Report. This report, performed by an independent accountant in accordance with the law (AB 1484), was also approved via Resolution by the Oversight Board to the Successor Agency and authorized payment to be remitted to the County Auditor-Controller's Office totaling \$3,679,225, representing the "unencumbered balance" of Low-Moderate RDA funds. In accordance with the order letter from the DOF, this payment was remitted shortly thereafter on May 1, 2015. Furthermore, on December 30, 2015, the City received its Finding of Completion from the DOF, formally concluding the AB 1484 RDA dissolution and audit process.

With the pilfering of the City's LMI housing fund pursuant to AB1484, the City's housing functions have now been largely reduced to loan transactions initiated by residents of existing low to moderate income housing units within the City's current inventory. In FY 2019-20 this fund is projected to incur expenditures totaling \$39,855 for special legal services (legal advice on housing compliance matters is out of the scope of services covered the City's legal retainer) as well as for the completion of a nexus study to implement an affordable housing in-lieu fee necessary to facilitate the inclusionary housing ordinance adopted by the City Council pursuant to new State law. Reflected in proposed appropriations, this fund also reimburses the General Fund for

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actual time spent by Community Development Department staff on LMI housing-related programs. Total revenues for FY 2019-20 are projected to come in at \$121,400, pertaining primarily to a \$101,400 loan repayment on the Diamond Terrace note, maturing in FY 2030-31. At the close of FY 2019-20 , it is projected the Successor Housing Agency will report a positive reserve balance of \$4,938,507, of which \$1,142,462 is the projected cash position available for appropriation for program activities of the City's low to moderate housing program.

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PROPRIETARY FUNDS

The City Council has established certain funds meeting the criteria of “proprietary funds.” There are two types of proprietary funds: internal service and enterprise funds. Internal service funds are used to report activities providing goods or services to other funds or departments on a cost-reimbursement basis. The City maintains three (3) internal service funds to account for the City-wide shared costs associated with self-insurance and capital equipment replacement activities. Enterprise funds are used to report any activity for which a fee is charged to external users for goods or services. The City maintains one (1) enterprise fund to account for the Endeavor Hall facility rental activities. The following section provides a discussion of the fiscal status of each of these proprietary funds.

A. Self-Insurance Fund – No. 501

This internal-service fund manages the fiscal obligations of the City’s self-insured program for our retention deductible (\$5,000 per claim) on initial claims filed against the City for general liability and workers’ compensation as well as deductibles for property, auto, and other insured losses incurred by the City. Pursuant to our membership in the Municipal Pooling Authority of Northern California (“MPA”; a municipal self-insured/pooled risk excess coverage joint powers authority [JPA]), our City is responsible for payment of the first \$5,000 in expense and/or damage on each filed claim. This fund also handles other periodic legal expenses to defend the City’s interest in related cases. A recurring expense incurred by this fund is the annual premium (approximately \$1,300) to cover an Employee Assistance Program (EAP), a shared public entity consortium for City employee good-health counseling and wellness services benefiting our permanent organization.

Since there is no recurring or reliable replenishing source of revenue for this fund, the City Council must periodically authorize one-time transfers of General Fund excess reserves to replenish the internal service fund’s reserve balance. The most recent source of such funding was made in FY 2013-14, when the City Council authorized a transfer of \$54,154 from General Fund annual excess supported by the audited FY 2011-12 financial statements. This transfer assisted in replenishing losses arising from legal expenses on the Oakhurst Hillside litigation cases beginning in FY 2008-09. With total proposed FY 2019-20 expenditures of \$6,300, this fund is projected to utilize \$5,700 in reserves and close the fiscal year with a positive net position of **\$26,928**. The option to make “replenishment” transfers into the Self-Insurance Fund can be re-considered at a future time by the City Council once General Fund operational results become available following the close of the fiscal year; however, no request by staff is proposed at this time.

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B. Capital Equipment Replacement Fund - No. 502

This fund serves to track the depreciation and finance the replacement of City-owned vehicles, computers and other capital equipment used in operations, generally in excess of \$5,000, which is the minimum threshold per the City's capital asset policy. The Capital Equipment Replacement Fund (CERF) is projected to open FY 2019-20 with a positive reserve balance of \$648,100, of which \$150,550 is the fund's to cash position available to finance the purchase of replacement assets. The remainder of this fund's net position pertains to equity resulting from the fund's non-liquid net investment in capital assets (i.e. fixed asset book value).

Ideally, though often not feasible, the CERF would annually recover its depreciation expense in the form of internal service fund service charges to the various departments using CERF assets in their respective operations. During previous challenging budgetary years, the General Fund had to cut back or even eliminate CERF funding altogether in an effort to stabilize the annual operating budget. These challenging budgetary years, paired with departments doing their best to stretch the useful lives of assets, has resulted in a current active fleet that is much depreciated. This hybrid "pay as you go" asset replacement strategy has left the CERF in an unavoidably underfunded position. With the June 30, 2018 comprehensive annual financial report (CAFR) reporting total CERF accumulated depreciation of \$1,094,424 and a total cash position available to finance the replacement of fixed assets was only \$156,783 this represents a total funded position of only 13.7%, which is the same struggle encountered by many of our neighboring public agencies.

Using the current annual depreciation expense presented in the City's latest audited CAFR, CERF depreciation expense is projected to be \$70,000 for FY 2019-20. The FY 2019-20 proposed CERF budget includes total revenues of \$115,600, of which \$112,100 (96.97%) is attributable to CERF charges. FY 2019-20 CERF charges are derived from the following sources: \$60,000 from the General Fund's Police Department, \$10,000 from General Fund's Maintenance Department, \$4,500 from HUTA Gas Tax Fund, \$30,000 from Landscape Maintenance District, \$2,700 from The Grove Park, \$4,700 from the Stormwater fund, and \$200 from miscellaneous other sources

On an annual basis the Police and Public Works Departments communicate their capital equipment replacement needs to the City Manager and Finance Manager. Based on an analysis of funds available as well as the most up-to-date CERF depreciation schedule, the urgency as well as prioritization of asset replacements is considered. The proposed FY 2019-20 CERF budget incorporates plans to purchase a new Ford Interceptor SUV patrol response unit at an estimated cost of \$60,000. Furthermore, the proposed budget includes appropriations for the Maintenance Department to purchase a used Ford F-250 to replace the fully depreciated heavy duty 2000 Ford F-350 as well as \$30,000 for a Bobcat Skidloader for park and landscape district purposes. At the conclusion of FY

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2019-20, following the purchase of these assets offset by CERF charges, interest earnings and proceeds from the surplus and sale of old vehicles, it is projected the CERF will have a positive net position of \$693,700, of which **\$136,150** pertains to cash reserves available to finance the purchase of replacement assets.

C. Pension Rate Stabilization Fund- No. 503

In FY 2017-18, given the growing apprehension surrounding CalPERS unfunded pension liabilities and consideration of the ever-growing list of factors beyond the City's control that can significantly and adversely impact the annual employer pension contribution obligations, the City Council established the Pension Rate Stabilization Fund. The Pension Rate Stabilization Fund is an internal service fund designed to help smooth major fluctuations in annual pension contribution costs driven by market factors and actuarial changes. In recent years, the City's operating budget had to overcome the burden of large hikes in employer pension contributions due to fluctuations in its unfunded liability caused by CalPERS investment returns falling short of the actuarially assumed discount rate. As it appeared these hikes would continue into the foreseeable future, the City's Pension Rate Stabilization Fund was established to act as a hedging tool to stabilize future General Fund operating budgets.

As summarized in the General Fund Reserves section previously, the City Council has three times now authorized the transfer of General Fund annual excess reserves to the newly created Pension Rate Stabilization Fund as seed monies. In total, by the close of FY 2018-19 General Fund excess reserves of \$268,000 will have been transferred to this fund. By the close of FY 2019-20, when incorporating projected interest earnings of \$4,000, this fund is anticipated to close with a positive reserve balance of **\$275,360**.

While staff will continue to work on absorbing the employer pension contribution requirements within a balanced annual operating budget, unpredictability associated with future pension contributions makes this policy goal increasingly difficult. As illustrated in the Public Employees Retirement System section of the Budget Message, staff projects an upward, not downward, trend in employer pension contribution requirements over the next several years following CalPERS' reduction to the long-term actuarially-assumed discount rate and other funding policy changes. The establishment of the City's Pension Rate Stabilization Fund will greatly aid the City's mission to maintain and sustain current public services to the community.

In addition to the three sources of seed monies described previously, as a stand-alone fund separate and distinct from the City's General Fund, our Pension Rate Stabilization Fund generates interest earnings from its share in the City's Investment Pool. Beyond ongoing allocations of interest earnings, future revenue sources could come from one-time transfers of General Fund excess reserves authorized by the City Council or budgeted charges to the City's various governmental funds utilizing City staff.

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Contributions to this fund have no direct impact on City's unfunded pension liability, as that is only achieved by direct contributions to a CalPERS-administered irrevocable trust, which is not being recommended at this time. However, much like the City's Capital Equipment Replacement Fund (CERF) and the Self Insurance Fund, this new fund is a useful tool to help mitigate the risk of fluctuations in future pension contribution requirements to the City's ongoing General Fund operating budget.

D. Endeavor Hall (Enterprise) Fund - No. 702

This fund was established in the FY 2002-03 adopted budget to track specific revenues and expenses related to the million dollar historic Endeavor Hall renovation project. More residents and local organizations continue to discover Endeavor Hall's historical charm for hosting special occasions and meetings. Additionally, the Clayton Theatre Company used the Hall for its 7th consecutive year of theatrical productions. Facility-use rental fees for FY 2018-19 are projected be approximately \$28,000, falling just short of the adopted budget by \$2,000 (6.7%). While this news is discouraging, it is counteracted by positive news with operational expenditures (excluding depreciation), which are projected to come in at \$26,321. This results in a projected FY 2018-19 operational surplus of \$1,679! Despite these FY 2018-19 projected results, in consideration of historical rental performance, the FY 2019-20 proposed budget still anticipates Endeavor Hall will incur operational shortfall (excluding depreciation) of approximately **\$3,270**. When including depreciation, this shortfall increases to \$40,770.

This structural deficit is result of several factors, largely beyond of the control of staff alone. On the expenditure side, increases in unavoidable fixed costs as well as maintenance costs necessary to maintain the facility in prime rental condition have been outpacing the rental revenue stream. Surprisingly, one significant challenge faced on the revenue is the loss of rental opportunities caused by the large (and growing) number of community events. Despite their positive reception by the community, these large-scale downtown events have the impact of deterring interested renters from using the facility due to parking, sound, or other challenges that may adversely impact the atmosphere of a wedding or similar significant milestone event. A look at the previous year's rental calendar shows at least fifteen (15) prime weekend days deemed largely un-rentable due to the occurrence of treasured community events such as Art & Wine, Oktoberfest, the Concerts in The Grove Series and other events occurring in the downtown area. With a typical wedding rentals brining in an average of over \$1,300 in rental fees, this scenario potentially results in lost booking revenue of up to \$19,500. A further challenge is prospective renters frequently opting not to rent Endeavor Hall due to its relatively small venue size, with the indoor hall posting a maximum occupancy of 87 guests for seated dining.

For FY 2018-19, minimal City staff labor costs of \$14,310 are projected for upkeep of the facility and staffing evening and weekend events. Maintenance time is necessary for

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landscaping and gardening to ensure the facilities grounds have annual color plants sufficient to keep it desirable for the rental community. Naturally, when vandalism occurs on the building and grounds, extra expenses are incurred to make the necessary repairs. Furthermore, periodic staff time is necessary for the maintenance and upkeep of on-site equipment and fixtures. Total proposed (non-labor) operational and maintenance expenses in FY 2019-20 are budgeted at \$18,960. Depreciation expense in this fund is projected to remain consistent at \$37,500 in FY 2019-20.

Most recently, during FY 2015-16 action was taken by the City Council to earmark \$25,863 in General Fund FY 2014-15 excess reserves for much needed facility repairs and replacements at Endeavor Hall. Specific activities funded by this action included: repainting of the exterior and interior walls, refinishing the oak wood flooring, and resealing the concrete walkway. These urgent improvements to the facility are a prime example of the periodic financial support needed from the General Fund for capital improvements/replacements as Endeavor Hall operations are not self-sustaining.

Ultimately, although the fund is projected to close with a total fund net position of \$994,950, a closer look at the components of fund equity reveals the positive position is caused by the fund's large net investment in capital assets (i.e. fixed asset book value) estimated to be \$1,068,593 as of June 30, 2020. This exceeds total net position due to a negative net unrestricted position expected be **\$73,643** June 30, 2020. This negative position is reflective of the unavoidable structural deficit this fund has found itself in since its establishment. Increasing rental fees to solve this issue may only further discourage prospective renters, agitating the already challenging rental position this fund finds itself in as described previously. As past rental experiences generate positive word of mouth promotion and expand the customer base, staff is hopeful Endeavor Hall operations will eventually become self-sustaining. Staff will continue to monitor this issue and provide updates to the City Council periodically as it has in past annual and mid-year budget as well as CAFR presentations.

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FIDUCIARY FUNDS

Tracked by the City and included herein for reference, fiduciary funds of the City are not typically considered part of the budget of the primary government since the City essentially serves as a fiscal conduit (fiscal agent) for legally separate entities. Legally separate entities reported under this category include several benefit assessment districts and Mello-Roos community facility districts. No underlying debt obligation of the City is assumed in administering the fiscal transactions of these funds. With secured sources of income, these funds are not held hostage to the volatility of general governmental purpose revenues or state government shenanigans. Fiduciary funds often operate with negative cash flow balances and therefore can have interest charges applied for temporary reliance on the use of pooled reserves to underwrite their annual operations.

A. High Street Bridge Benefit Assessment District- Fund No. 217

In 1998 the City Council ordered the formation of the High Street Permanent Road Division for the purpose of reconstructing and maintaining the High Street Bridge over Mitchell Creek. This annual assessment is levied against specified private property parcel owners within the High Street Bridge Benefit Assessment District in order to repay construction-related financing and for future maintenance of the bridge. The High Street Bridge debt is repaid over thirty (30) years with its ultimate maturity in FY 2028-29. The fund will continue to assess annual levies against covered parcels within the district until the underlying long-term debt owed to the Successor Agency to the former Redevelopment Agency is fulfilled. After incorporating any pre-payments by district members, the outstanding principal of the loan will be approximately \$10,656 as of June 30, 2019. In FY 2019-20 the total budgeted assessment of \$1,754 will cover debt service payments and contribute to the annual bridge maintenance reserve (\$300 per year). This fund is projected to close FY 2019-20 with a positive reserve balance of \$6,770, of which \$6,000 (88.6%) is restricted for future bridge maintenance of the district.

B. Oak Street Bridge Benefit Assessment District - Fund No. 218

In 1999 the City Council ordered the formation of the Oak Street Permanent Road Division for the purpose of reconstructing and maintaining the Oak Street Bridge over Mitchell Creek. This annual assessment is levied against specified private property parcel owners within the Oak Street Bridge Benefit Assessment District in order to repay construction-related financing and for future maintenance of the bridge. Two years ago in FY 2016-17 this fund contributed \$12,000 to the City's Arterial Rehabilitation Project (CIP 10437A) to perform street re-pavement improvements needed in the District. In the prior year (FY 2017-18), the district incurred \$4,396 for urgent pavement repairs on Oak Ct. No bridge or road maintenance is scheduled for FY 2019-20 in an effort to rebuild district maintenance reserves considering the maintenance projects already completed in recent years.

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The Oak Street Bridge debt was repaid over twenty (20) years and was fully paid off in FY 2018-19. Despite the maturity of the debt, a minimal annual district levy is still necessary for bridge maintenance purposes as outlined in the district's establishing documents. After the inclusion of projected interest earnings and the continuing annual assessment for bridge maintenance purposes of \$1,600 (total), this fund is projected to close FY 2019-20 with a positive reserve balance of **\$15,571**.

C. Lydia Lane Sewer Benefit Assessment District - Fund No. 222

In 2002 the City Council ordered the formation of the Lydia Lane Sewer Benefit Assessment District along south Lydia Lane for the purpose of funding the construction of municipal sewer main line lateral connections to specified homes within the District plus an associated street overlay. The project was funded by the private property parcel owners since they "opted out" of inclusion in the original Project Area of the since-dissolved Redevelopment Agency (RDA). As a result of opting out of inclusion, they were ineligible to receive RDA funds to address public health and safety blight for the installation of a municipal sewer line to eliminate their private septic tank systems. The project was completed in 2003 with bonds issued by the City for repayment by the district over a thirty (30) year life maturing in FY 2032-33. This annual assessment is levied against specified private property parcel owners within the Lydia Lane Sewer Benefit Assessment District in order to repay construction-related financing and to address ongoing operational and administrative costs. This fund will continue to assess annual levies against covered parcels within the district until the underlying long-term obligation due to private bondholders is fulfilled. Parcel assessments are projected to produce \$16,600 in FY 2019-20. Debt service payments for FY 2019-20 total \$14,050 or 77% of the District's annual expenses. The principal balance of the bonds will be \$153,325 as of June 30, 2019. This fund is projected to close FY 2019-20 with a positive reserve balance of **\$79,116** for future sewer system maintenance in the district. Of this reserve balance, \$12,500 (15.8%) pertains to the bond reserve fund, held by the trustee and restricted for debt service per the bond indenture.

D. Oak Street Sewer Benefit Assessment District - Fund No. 223

In 2002 the City Council ordered the formation of the Oak Street Sewer Assessment Division for the purpose of funding the construction of municipal sewer main line lateral connections to specified homes within the District. This neighborhood sewer project was completed in 2004. Under its mission to eliminate public health and safety concerns, the former Clayton Redevelopment Agency (RDA) paid for half (50%) of the project and the adjacent real property owners agreed to annual parcel assessments for the balance of the capital project. This annual assessment is levied against specified private property parcel owners within the Oak Street Sewer Benefit Assessment District in order to repay construction-related financing. The Oak Street Bridge debt is repaid over twenty five (25) years with its ultimate maturity in FY 2027-28. This fund will continue to assess annual levies against covered parcels within the district until the

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underlying debt owed to the Successor Agency of the RDA is fulfilled. After incorporating any pre-payments by district members, the outstanding principal on the debt will be approximately \$60,091 as of June 30, 2019. Annual parcel assessments are projected to produce \$11,755 in district revenue in FY 2019-20. Debt service payments for FY 2019-20 total \$10,255 or 87% of the district's proposed appropriations. The fund is projected close FY 2019-20 with a modest reserve balance of \$2,175.

E. Diablo Estates Benefit Assessment District - Fund No. 231

In 2012 at the request of the developer of the Diablo Estates subdivision, the City Council formed the Diablo Estates Benefit Assessment District. The purpose of the District is to generate funds for the maintenance of various improvements constructed as part of the development to solely benefit the real property owners within the district. The duties specified in the original Engineer's Report included the maintenance of landscaping and irrigation, weed abatement, storm drainage facilities, and private street lighting, which are funded by an annual assessment levied against the twenty five (25) lot residential subdivision. The fund functions essentially as a depository account from which the City contracts with and pays for a property management company to actually perform and execute the subdivision maintenance and infrastructure repairs.

In FY 2019-20 the assessment revenue is projected to be approximately \$89,015, which incorporates the April 2018 to April 2019 consumer price index inflationary increase of 4.01%. Total proposed appropriations of the district are \$67,647 for FY 2019-20, of which the expense pertains to costs associated with the contracted property management services firm, Matrix Association Management, estimated at \$54,390. The fund is projected to close FY 2019-20 with a positive reserve balance of approximately \$161,667 primarily retained for future infrastructure replacements in the District.

F. Clayton Financing Authority - Fund No. 405

On December 4, 1990, the City Council of Clayton, California adopted Resolution No. 120-90, which created the Clayton Financing Authority (CFA) through a joint exercise of powers agreement. Consistent with most local financing authorities, the joint powers agreement established the City Council as the Board of Directors of the CFA. The CFA was initially established to allow redevelopment tax allocation bonds to be sold at a more favorable negotiation basis versus a public basis. The CFA is registered with the State of California Controller's Office and is subject to the laws pertaining to special districts. As a legally separate public entity from the City, the CFA is required to file an Annual Report with the State of California in accordance with *California Government Code* Section 26909.

Arising from matters associated with the Oakhurst Development Project, the CFA held title to a one acre parcel located at the southwest corner of the Clayton Road-Oakhurst Drive-Center Street intersection. In October 2006, the CFA sold the real property for

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\$800,815 to a commercial developer (Endashian, Inc.), which ultimately led to the construction and opening of the former Longs Drug Store at this location (currently a CVS/Pharmacy). A small portion of these monies was used in the 2008 park renovations at Clayton Community Park for tot lot and picnic facility improvements. In addition, during FY 2012-13, the CFA Board of Directors authorized the use of a portion of these discretionary funds to help finance the City's 2013 Neighborhood Street Project (CIP No. 10417).

During FY 2017-18, the replacement of the city hall HVAC system became a top priority as three of the five condensing units had failed and were rendered inoperable. This system failure resulted in a total cooling capacity of only 40% for the three story building. Furthermore, the city hall boiler had completely failed eliminating all heating capacity of the HVAC unit essential for a productive office workplace. Acknowledging the importance of a functioning HVAC during the hot summer months and cold winter months for a productive office work environment, on July 18, 2017 the CFA Board authorized \$170,126 of this project to be financed with CFA fund reserves.

No appropriations are currently included in the FY 2019-20 CFA proposed budget. After projected interest earnings of \$10,000, it is anticipated this fund will close FY 2019-20 with a positive reserve balance of **\$570,340**.

G. "Middle School" Community Facilities District No. 1990-1 - Fund No. 420

As its name implies, this fund manages the annual collection of the real property Mello-Roos special parcel tax that helped finance the construction of the Diablo View Middle School, a 2017 California Gold Ribbon School. During FY 2007-08 the outstanding debt of the district was refunded to obtain a lower interest rate on the remaining principal (see Fund No. 422). This was a City-initiated transaction which resulted in lower annual payments for the assessed real property owners of this district (Oakhurst Development properties). The remainder of budgeted expenses of the district covers required debt administration costs.

Professional bond trustee administration fees are incurred annually pursuant to the bond indenture necessary for managing the retirement of the district's debt as well as monitoring bond covenants. In FY 2019-20 debt service payments on the 1997 local obligations are estimated to total approximately \$400,838 after the application of a debt service credit of \$80,000 applying savings resulting from the bond refunding. Without the application of the debt service credit, total regular scheduled debt service on the 1997 local obligations would be \$494,384 in FY 2019-20.

Consistent with the prior year, in FY 2019-20 the projected special parcel tax revenue of approximately \$389,794 is less than expenditures as it incorporates a levy reduction credit of approximately \$104,590 (\$80,000 debt service credit and \$24,590 district

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reserves). This levy reduction has been implemented annually to gradually apply savings resulting from the bond refunding towards minimizing the burden of taxpayers. When compared to the prior year district special tax levy, FY 2019-20 reflects a levy reduction of \$4,000 to be shared amongst the district tax payers. The district is projected to close FY 2019-20 with a positive reserve balance of **\$226,321**.

H. CFA 2007 Refunding Bonds Agency Fund - Fund No. 422

In 1997 the Clayton Financing Authority (CFA) issued \$7.16 million in Special Tax Bonds to provide financing assistance in completing the construction of the Diablo View Middle School (see Fund No. 420). In May 2007 the CFA's Board of Directors (City Council) determined it was financially advantageous to the Oakhurst Development real property owners for the CFA to refinance the outstanding debt to achieve savings in annual debt payments. Upon its issuance the refunding action captured a savings of \$600,000 to the Middle School Community Facilities District 1990-1 (CFD 1990-1) saving individual property taxpayers approximately \$20 - \$51 per year. Bond interest rates fell from the range of 5.25% - 5.90% down to 3.5% - 4.2%. As the CFA is the owner of the 1997 local obligations, the 2007 Refunding Bonds are ultimately secured by the annual Mello-Roos special parcel tax levy from the Middle School Benefit Assessment District (CFD 1990-1) and the corresponding annual payment on the 1997 local obligations.

Debt service on the 2007 refunding bonds is budgeted to be \$410,525 in FY 2019-20. Payments received pertaining to the 1997 local obligations from CFD 1990-1 will be sufficient to meet the required debt service on the 2007 bonds. Consistent with the prior year, this fund is projected to utilize reserves in order to apply a debt service credit to the FY 2019-20 CFD 1990-1 special parcel tax levy. A systematic and gradual utilization of reserves arising from the bond refunding savings is planned through the maturity of the 2007 refunding bonds in FY 2022-23. The fund is projected to close FY 2019-20 with a positive reserve balance of **\$494,623**, of which \$252,000 (51%) pertains to the 2007 bonds' reserve fund held with the bond trustee and restricted for future debt service per the bond indenture.

I. Successor Agency - Fund No. 615

On June 28, 2011 the California State Legislature adopted two pieces of legislation - AB 1X 26 and AB 1X 27 (the Bill) - which eliminated redevelopment agencies (RDAs) and provided cities with the opportunity to preserve one's RDA if they agreed to make certain payments to the County Auditor-Controller's Office (ACO). On behalf of cities and redevelopment agencies throughout the State, the League of California Cities and California Redevelopment Association requested a stay on the implementation of both pieces of legislation and filed a lawsuit with the California Supreme Court challenging both pieces of legislation. The stay was rejected and on December 29, 2011, the Supreme Court validated AB 1X 26 and overturned AB 1X 27. Further, the Supreme

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Court indicated that all RDAs in the State of California were to be dissolved and cease operations as a legal entity as of February 1, 2012. On January 11, 2012, the City Council elected to become the Successor Agency to the former RDA in accordance with AB IX 26 as part of City Resolution 03-2012. As a result of the restrictions placed on the assets and liabilities of the former RDA, the balances were transferred to a private purpose trust fund (Fund No. 615) on February 1, 2012.

Under the new law, successor agencies in the State of California are prohibited from entering into new projects, obligations, or commitments. Subject to the control of a newly established Oversight Board, remaining assets can only be used to pay enforceable obligations in existence at the date of dissolution. Commencing FY 2011-12, Successor Agencies are only allocated tax increment revenue in an amount necessary to finance the estimated annual installment payments on enforceable obligations of the former RDA until all such enforceable obligations have been paid in full and all assets have been liquidated. On an annual basis, in accordance with the law, the Successor Agency prepares a Recognized Obligation Payment Schedule (ROPS) outlining all of the funding requirements for upcoming fiscal year. The ROPS must be approved by the County-Wide Oversight Board via Resolution and thereafter be immediately submitted to the California Department of Finance (DOF) for review and approval. After a scrutinizing review by the DOF and its subsequent approval, funding for the obligations on the ROPS is received from the ACO in January and June each year. In FY 2015-16, following the DOF's approval of the All Other Funds Due Diligence Review pursuant to AB 1484, the DOF ordered the Successor Agency to first use any existing cash reserves before receiving additional ROPS funding for enforceable obligations. Pursuant to this action, the Successor Agency has and will continue to use remaining bond proceeds for the payment of interest on the 2014 Refunding Tax Allocation Bonds (2014 TABs) and trustee fees.

For FY 2019-20, the Successor Agency anticipates total expenses of \$867,351, of which 53.5% pertains to annual debt service on the 2014 TABs. In the DOF's determination letter approving the 2019-20 ROPS dated April 11, 2019, the third installment of the Supplemental Educational Revenue Augmentation Fund (SERAF) loan was approved for repayment to the Clayton Successor Housing Agency, which is scheduled to be fully repaid in FY 2020-21. Through the ROPS process described previously, it is projected the Successor Agency will receive Redevelopment Property Tax Trust Fund (RPTTF) revenues totaling \$847,101 in FY 2019-20. At the close of FY 2019-20, it is expected the Successor Agency will close with a positive reserve balance of approximately \$711,325, which is nearly entirely restricted to ROPS obligations in the six month ROPS cycle ending December 31, 2020 (ROPS 2020-21A cycle). This positive reserve balance results from the timing of payments, as the first of two annual ROPS payments is received in June of each year, immediately prior to the fiscal year for which funds are restricted.

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CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

With the demise of former Clayton Redevelopment Agency tax increment for capital improvement projects, the City now has limited financial capacity to undertake significant capital improvement projects beyond street and traffic improvements where limited restricted-use funding is available. Accordingly, in recent years CIP projects have been primarily funded by HUTA gas taxes, RMRA gas taxes, and Measure J, as well as local, state and federal grant programs as they become available.

Current Year (FY 2018-19) Capital Improvement Program Activity and Projections

The adopted FY 2018-19 CIP budget incorporated appropriations of \$2,746,513 split between seven (7) different funded CIP projects. Following the adoption of the budget, however, new projects were incorporated into the budget and circumstances arose requiring the deferral of certain projects into next year's proposed CIP budget. The following CIP projects were underway or completed during FY 2018-19 which are projected to have invested **\$2,008,649** in capital outlays (including design costs) by the close of the fiscal year.

1. **Pine Hollow Road Upgrades (CIP 10379)**

Included in the past several CIP budgets but listed as "unfunded", the scope of this project is to widen the north side of Pine Hollow Road with the addition of new curb, gutter and sidewalk between Pine Hollow Estates and the westerly City limit. Project work will require the acquisition of right of way for new improvements with conform paving crossing the city limit line into the City of Concord. Furthermore, the project entails the installation of a pre-made City entryway sign on the southern City limit of Pine Hollow Road.

With the completion of the Measure J grant-funded portion of 2016 Arterial Street Rehabilitation Project (CIP 10437A) under budget, on September 19, 2017 the City Council authorized the redirection of the remaining Measure J grant funds (\$374,672) to this project. During FY 2017-18, the new City Engineer worked with Contra Costa County Transportation Authority (CCTA) to revise the grant agreement documents incorporating the Pine Hollow Road Upgrade project as "Phase 2" of the grant-funded local transportation improvement project. On April 3, 2018 the City Council authorized a Resolution earmarking the allocation of FY 2018-19 RMRA gas tax revenues estimated to be \$189,883 to this project to provide additional funding, which is expected to cost well over the amount of residual Measure J grant monies. Anticipating additional funding needs, the City Council again authorized a Resolution earmarking the allocation of FY 2019-20 RMRA gas tax revenues (estimated to be \$189,202) to this project.

With preliminary and conservative cost estimates for this project exceeding \$1 million, the construction phase (and completion) of this project is planned in FY

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2019-20. In FY 2019-20 an additional \$308,000 in federal Local Street and Road Shortfall Fund funds (or "OBAG II" monies as referred to by CCTA as the pass-through awarding entity) will become available, bringing the total funding for this project to \$1,091,819. During FY 2018-19 this project was still in the initial engineering planning and design phase, with a completed set of bid specifications anticipated to be presented to the City Council for approval prior to the end of fiscal year. It is fully expected this project will enter into the construction phase next year (FY 2019-20), when additional state, regional (Measure J grant from CCTA), and federal funding becomes available.

Projected Expenditures in FY 2018-19: \$48,890

2. ADA Compliance Program (CIP 10394A)

Each fiscal year the City has a policy to set aside \$6,000 of its annual HUTA gas tax revenues to build up sufficient reserves to perform handicap ramp corner curb cuts on public sidewalks. In addition to installing these ADA ramps where none exist, federal standards on ramp specifications were modified in July 2008 requiring revamping of existing ramps when street or sidewalk projects are installed in the adjacent area. These monies may also be used to repaint and remark existing ADA public parking spaces to current standard. The City's HUTA Gas Tax Fund (No. 201) transferred \$6,000 to this CIP account during FY 2018-19. After interest earnings, the residual reserve balance of this project is estimated to be **\$15,276** by the close of FY 2018-19.

Projected Expenditures in FY 2018-19: None

3. Utility Undergrounding Project (CIP 10397)

Each year, PG&E is required by the Public Utilities Commission to set aside funds for the undergrounding of overhead utility lines. The money set aside is distributed by PG&E to local agencies on a proportional basis. Since the cost of undergrounding is so tremendous (minimum of \$1,000,000 for 300 feet or so), this project was created to accept and accumulate these funds until enough is available to undertake a project. Typically, PG&E will allocate approximately \$20,500 to the City's Rule 20A project account annually. In addition to the annual allocation, the City is authorized to make a five (5) year advance borrowing currently estimated to be \$102,500. Including another annual allocation estimate of \$20,500, total estimated reserves available for a utility undergrounding project will be approximately **\$463,852** by the close of FY 2018-19. No project expenditures planned at this point for FY 2018-19.

Projected Expenditures in FY 2018-19: None

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4. El Molino Drive Sanitary Sewer Improvements Project (CIP 10422)

This project was originally established as part of the FY 2011-12 CIP budget to construct modifications to existing deficient sanitary sewer mains to prevent potential sewer overflows in areas adjacent to Mt. Diablo Creek. The project would entail pipe enlargement and construction of a bypass line in El Molino Drive. Total revised project costs are estimated to be \$785,000 and be funded by a reimbursement agreement with the City of Concord originally executed on September 7, 2017, then amended for additional funding on April 23, 2019. This funding is ultimately derived from the City of Concord's joint sewer enterprise fund wherein property owner parcel assessments in Clayton are deposited.

On March 19, 2019, following an unsuccessful attempt to obtain bids during a competitive contracting environment in 2018, the City Council awarded a low-bid contract to Cratus, Inc. in the amount of \$453,810 for the construction of the project. By the close of FY 2018-19, project expenditures to-date for engineering, planning and design, and initial construction costs are projected to be total \$275,000. While initial construction is expected commence in FY 2018-19, the bulk of construction is anticipated to occur in FY 2019-20 when the project is also expected to be completed.

Projected Expenditures in FY 2018-19: \$207,652

5. Keller Ridge Drive Collector Street Rehab Project (CIP 10425)

The scope of this project included pavement resurfacing and treatment on the Keller Ridge Drive collector street in Clayton. This project was partially funded by federal Local Street and Road Shortfall Fund funds (or "OBAG I" monies as referred to by the Contra Costa Transportation Authority as the pass-through awarding entity) totaling \$385,000. The federal grant monies can only be used on a collector or arterial street (rather than on a residential neighborhood street) and specified a minimum local match of 11.5%, which was achieved through transfers of HUTA and Measure J local street maintenance "return to source" funds. Additionally, \$25,775 of this project was funded by a rubberized pavement grant through CalRecycle administered by the City of Concord through a regional grant program. This project was completed under budget during FY 2018-19 with total project costs from inception to-date approximating \$904,899. At the time of FY 2019-20 budget preparations the City had filed claims for but not yet received reimbursements for the federal or state grants. Payment is expected in full for both grants next fiscal year (FY 2019-20).

Projected Expenditures in FY 2018-19: \$823,771

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6. 2018 Neighborhood Street Rehabilitation (CIP 10436)

The objective of the 2018 Neighborhood Street Project was to elevate all of the neighborhood streets to a Pavement Condition Index (PCI) of 80 or greater, with a PCI score of 100 being equivalent to a brand new street. This project was designed to accomplish said street maintenance and rehabilitation on streets where state or federal transportation funds was not currently available. Funding was budgeted for this project from several sources including, in order of significant: Measure J local streets maintenance "return to source" funds, Measure J Co-op funds, a Cal Recycle grant for utilizing rubberized paving materials, SB1 RMRA gas taxes, as well as HUTA gas taxes. On May 15, 2018 the City Council approved the award of a low-bid contract to Sierra Nevada Construction in the amount of \$784,007 for this project. This project was completed under budget during FY 2018-19 with total project costs from inception to-date coming in at approximately \$844,515. At the time of FY 2019-20 budget preparations the City had filed a claim for but had not yet received reimbursement for the rubberized pavement state grant. Payment is expected in full next fiscal year (FY 2019-20).

Projected Expenditures in FY 2018-19: \$806,395

7. Clayton Community Park Lower Field Rehabilitation (CIP 10440)

In response to feedback from soccer and baseball groups and an on-site assessment of the premises, a rehabilitation of the lower baseball/softball field (Field #1) of Clayton Community Park was incorporated into the CIP budget two years ago. The Maintenance Department previously estimated costs of the rehabilitation project to be approximately \$50,000, which was approved to be funded by a partial allocation of the garbage franchise community enhancement fee. However, a re-examination of the original project budget by the City Engineer resulted in a revised project estimate of \$100,000, with the additional costs currently being presented as "unfunded" in the FY 2018-19 CIP budget requiring additional City Council direction. It is expected this project will commence and be completed in FY 2019-20 once identification and authorization of gap funding is given.

Projected Expenditures in FY 2018-19: None

8. North Valley Playground Rehabilitation (CIP No. 10442)

In response to feedback from residents in the community and an on-site assessment of the premises, a rehabilitation of the North Valley neighborhood park tot lot and surrounding premises was incorporated into the CIP budget two years ago. The scope of work includes replacement of the resilient play surface, purchase and installation of new play apparatus, planting of additional shade

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trees, and the installation of three (3) shade structures similar to those at the Clayton Community Park Picnic Area #5. The purpose of the trees and shade structures is to provide much needed shelter from the sun given the absence of mature shade-providing trees in the park. The CIP budget includes a total estimated project cost of \$168,575, which is equal to the funding currently authorized and available. The City Council authorized funding for this project from two sources. The portion of the Open Space In-Lieu development impact fee balance designated for "active areas" will provide \$142,000 in funding for the project, with the remaining \$23,800 in funding coming from unallocated CIP fund interest earnings. Throughout FY 2018-19 staff has been prudently attempting to obtain competitive quotes as stipulated by the City's procurement policy, despite repeated delays given the limited number of contractors that are willing and able to provide such a quote. Staff expects a recommendation for award of contract will be provided to the City Council in FY 2018-19 with construction expected to commence and be completed in FY 2019-20.

Projected Expenditures in FY 2018-19: None

9. City Hall Front Door ADA Accessibility Project (CIP 10443)

This project was added by the City Council to the CIP budget during FY 2017-18 to address feedback from constituents the City Hall entryway doors were extremely heavy and difficult for some to open, bringing into question compliance with the Americans with Disabilities Act (ADA). Further related research by the City Attorney's office resulted in a finding that despite its historical status and listing on the California Register of Historic Buildings, the Clayton City building is not exempt from compliance with the rigorous ADA requirements. Accordingly, on September 19, 2017 the City Council awarded a low-bid contract to Greentech Industry to bring the various entryway doors of City Hall into compliance. Pursuant to project specifications prepared by the City Engineer, the scope of this project included the installation of a push-button activated power door opening system for: (1) the main entry door to City Hall, (2) one of the two interior lobby entry doors within City Hall, and (3) for the City Hall Courtyard exterior public restrooms door. Funding for this project, in order of significance, was derived from community facilities development impact fees, City Council earmarked General Fund excess reserves, and undesignated CIP fund interest earnings. This project is expected to be completed during FY 2019-20 with total costs since inception estimated at \$46,666.

Projected Expenditures in FY 2018-19: \$40,224

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10. City Hall HVAC Replacement Project (CIP 10444)

Approximately two years ago three of the five condensing units of the City Hall HVAC system failed and were rendered inoperable, resulting in a total cooling capacity of 40% for the three story building. Furthermore, during FY 2017-18 the City Hall boiler had completely failed eliminating all heating capacity of the HVAC unit. As a reasonably controlled temperature is essential for a productive and safe work environment, particularly during the hot summer months and cold winter season, the replacement of the original HVAC system quickly became an urgent and essential task. Acknowledging the importance of this need, on February 21, 2017 using a quote provided by the City's existing HVAC maintenance company, the City Council took action to earmark a portion (\$93,325) of the General Fund excess reported in the FY 2015-16 audited financial statements for this project. However, during the contracted project engineer's (Diseno Group) preparation of bid sets, some issues became apparent the existing HVAC system did not meet current code requirements. Two of the largest code upgrades were to properly and adequately vent the boiler to the outside and to relocate the electrical disconnects for the boiler pumps that had been previously located behind the unit. Furthermore, technical discoveries identified some other major equipment needed to be replaced concurrently with the replacement of the HVAC system, including the operating controller, and electrical phase converter for the new cooling equipment, a new damper for the hot water heater and various valves and gauges.

Ultimately, with this new information from the contracted project engineer outlining significantly expanded specs, the competitive bids came in much higher than previously estimated. On July 18, 2017 the City Council awarded contract to the lowest responsive and responsible bidder (Servi-Tech Controls) to perform the project. Noting the previous earmark of General Fund excess fell short of the project's revised estimated cost City Council authorized the transfer of \$170,126 from the Clayton Financing Authority to bridge the gap in funding for this urgent project. Although this project was largely completed in FY 2017-18, the Notice of Completion was not presented City Council for approval until December 18, 2018 as a result of several "punch list" tasks rolling into FY 2018-19. This project was completed during FY 2018-19 with total costs since inception coming in at \$256,575.

Projected Expenditures in FY 2018-19: **\$26,717**

11. Oak Street Bungalow Demolition (CIP 10445)

Following the adoption of the FY 2018-19 CIP budget, on February 5, 2019, the City Council awarded a low-bid contract to Resource Environmental, Inc. for the demolition of the old City Hall bungalows located on 1005 and 1007 Oak Street adjacent in the downtown area. These City-owned bungalows have been

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unused, sitting empty and boarded up for several years. Demolition of both buildings became a priority during FY 2018-19 considering their deteriorated condition rendering them uninhabitable, they contained mold, and were a positive attractive nuisance for children near the pick-up location on Oak Street below Mt. Diablo Elementary School as well as youth lingering in the downtown area. Originally it was hoped a prospective buyer of the underlying lands for development of the sites would incur the cost of demolition, however the previously approved "Creekside Terrace Project" has not attracted a buyer since approval in July 2010 and the bungalows deterioration could no longer be ignored. Funding for this project was derived from unallocated reserves of CIP 10400 project budget. This project was completed by the close of FY 2018-19.

Projected Expenditures in FY 2018-19: \$55,000

FY 2019-20 Capital Improvement Program Proposed Budget

Due to several projects previously summarized only entering the initial planning stages during FY 2019-20, any budgeted expenditures for these projects not yet incurred by year end are being rolled forward and re-appropriated into the FY 2019-20 proposed CIP budget. Including these rolled-forward appropriations, the following projects are expected to be underway resulting in total projected capital investment of \$2,993,371 in FY 2019-20.

1. Pine Hollow Road Upgrades (CIP 10379)

Included in the past several CIP budgets but listed as "unfunded", the scope of this project is to widen the north side of Pine Hollow Road with the addition of new curb, gutter and sidewalk between Pine Hollow Estates and the westerly City limit. Project work will require the acquisition of right of way for new improvements with conform paving crossing the city limit line into the City of Concord. Furthermore, the project entails the installation of a pre-made City entryway sign on the southern City limit of Pine Hollow Road.

With the completion of the Measure J grant-funded portion of 2016 Arterial Street Rehabilitation Project (CIP 10437A) under budget, on September 19, 2017 the City Council authorized the redirection of the remaining Measure J grant funds (\$374,672) to this project. During FY 2017-18, the new City Engineer worked with Contra Costa County Transportation Authority (CCTA) to revise the grant agreement documents incorporating the Pine Hollow Road Upgrade project as "Phase 2" of the grant-funded local transportation improvement project. On April 3, 2018 the City Council authorized a Resolution earmarking the allocation of FY 2018-19 RMRA gas tax revenues estimated to be \$189,883 to this project to provide additional funding, which is expected to cost well over the amount of residual Measure J grant monies. Anticipating additional funding

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needs, the City Council again authorized a Resolution earmarking the allocation of FY 2019-20 RMRA gas tax revenues estimated to be \$189,202 to this project.

With preliminary and conservative cost estimates for this project exceeding \$1 million, the construction phase (and completion) of this project is planned in FY 2019-20. In FY 2019-20 an additional \$308,000 in federal Local Street and Road Shortfall Fund funds (or "OBAG II" monies as referred to by CCTA as the pass-through awarding entity) will become available, bringing the total funding for this project to \$1,091,819.

During FY 2018-19 this project was still in the initial engineering planning and design phase, with a completed set of bid specifications anticipated to be presented to the City Council for approval prior to the end of fiscal year. It is fully expected this project will enter into the construction phase next year (FY 2019-20), when additional state, regional (Measure J grant from CCTA), and federal funding becomes available.

Projected Expenditures in FY 2019-20: **\$1,013,319**

2. **ADA Compliance Program (CIP 10394A)**

Each fiscal year the City has a policy to set aside \$6,000 of its annual HUTA gas tax revenues to build up sufficient reserves to perform handicap ramp corner curb cuts on public sidewalks. In addition to installing these ADA ramps where none exist, federal standards on ramp specifications were modified in July 2008 requiring revamping of existing ramps when street or sidewalk projects are installed in the adjacent area. These monies may also be used to repaint and remark existing ADA public parking spaces to current standard. The City's HUTA Gas Tax Fund (No. 201) is budgeted to transfer an additional \$6,000 to this CIP account during FY 2019-20. After interest earnings, the residual reserve balance of this project is estimated to be **\$21,276** by the close of FY 2019-20.

Projected Expenditures in FY 2019-20: **None**

3. **Utility Undergrounding Project (CIP 10397)**

Each year, PG&E is required by the Public Utilities Commission to set aside funds for the undergrounding of overhead utility lines. The money set aside is distributed by PG&E to local agencies on a proportional basis. Since the cost of undergrounding is so tremendous (minimum of \$1,000,000 for 300 feet or so), this project was created to accept and accumulate these funds until enough is available to undertake a project. Typically, PG&E will allocate approximately \$20,500 to the City's Rule 20A project account annually. In addition to the annual allocation, the City is authorized to make a five (5) year advance

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borrowing currently estimated to be \$102,500. Including a another annual allocation estimate of \$20,500, total estimated reserves available for a utility undergrounding project will be approximately **\$484,352** by the close of FY 2019-20. No project expenditures planned at this point for FY 2019-20.

Projected Expenditures in FY 2019-20: **None**

4. El Molino Drive Sanitary Sewer Improvements Project (CIP 10422)

This project was originally established as part of the FY 2011-12 CIP budget to construct modifications to existing deficient sanitary sewer mains to prevent potential sewer overflows in areas adjacent to Mt. Diablo Creek. The project would entail pipe enlargement and construction of a bypass line in El Molino Drive. Total revised project costs are estimated to be \$785,000 and be funded by a reimbursement agreement with the City of Concord originally executed on September 7, 2017, then amended for additional funding on April 23, 2019. This funding is ultimately derived from the City of Concord's joint sewer enterprise fund wherein property owner parcel assessments in Clayton are deposited.

On March 19, 2019, following an unsuccessful attempt to obtain bids during a competitive contracting environment in 2018, the City Council awarded a low-bid contract to Cratus, Inc. in the amount of \$453,810 for the construction of the project. This project is expected to be completed during FY 2019-20.

Projected Expenditures in FY 2019-20: **\$510,000**

5. Clayton Community Park Lower Field Rehabilitation (CIP 10440)

In response to feedback from soccer and baseball groups and an on-site assessment of the premises, a rehabilitation of the lower baseball/softball field (Field #1) of Clayton Community Park was incorporated into the CIP budget two years ago. The Maintenance Department previously estimated costs of the rehabilitation project to be approximately \$50,000, which was approved to be funded by a partial allocation of the garbage franchise community enhancement fee. However, a re-examination of the original project budget by the City Engineer resulted in a revised project estimate of \$100,000, with the additional costs currently being presented as "unfunded" in the FY 2018-19 CIP budget requiring additional City Council direction. It is expected this project will commence and be completed in FY 2019-20 once identification and authorization of gap funding is given.

Projected Expenditures in FY 2019-20: **\$100,000**

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6. North Valley Playground Rehabilitation (CIP No. 10442)

In response to feedback from residents in the community and an on-site assessment of the premises, a rehabilitation of the North Valley neighborhood park tot lot and surrounding premises was incorporated into the CIP budget two years ago. The scope of work includes replacement of the resilient play surface, purchase and installation of new play apparatus, planting of "shade" trees, and installation of three (3) shade structures similar to those at the Clayton Community Park Picnic Area #5. The purpose of the shade structures is to provide much needed shelter from the sun given the absence of mature shade-providing trees in the park.

The CIP budget includes a total estimated project cost of \$168,575, equal to the funding authorized and currently available. The City Council authorized funding for this project from two sources. The portion of the Open Space In-Lieu development impact fee balance designated for "active areas" will provide \$142,000 in funding for the project, with the remaining \$23,800 in funding coming from unallocated CIP fund interest earnings. Throughout FY 2018-19 staff has been prudently attempting to obtain competitive quotes as stipulated by the City's procurement policy, despite repeated delays given the limited number of contractors that are willing and able to provide such a quote. Staff expects a recommendation for award of contract will be provided to the City Council by the close of FY 2018-19 with construction expected to commence and be completed in FY 2019-20.

Projected Expenditures in FY 2019-20: **\$168,575**

7. Oak/Grassland Savanna Management (CIP No. 10446)

This project entails management and enhancement of oak/grassland savanna open space parcels citywide. These parcels provide wildfire protection for the City by creating a low-fuel buffer zone between open space and developed neighborhoods. These parcels require management to prevent noxious and invasive plants from invading and taking over the grassland savanna. Noxious and invasive plants provide higher fuel loading and deplete the buffer protecting developed neighborhoods. Initial costs for this project are estimated at \$100,000, for which the City Engineer plans to recover from a federal grant through FEMA.

Projected Expenditures in FY 2019-20: **\$100,000**

8. Emergency/Auxiliary Power (CIP No. 10447)

This project entails the design, construction and installation of an emergency/auxiliary power generator for City Hall, the Corporation Yard and the Clayton Community Library building allowing the City to remain functional

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during a power outage or disaster. Initial costs for this project are estimated at \$100,000, which will be recoverable through a federal grant with FEMA.

Projected Expenditures in FY 2019-20: \$100,000

9. School Intersections Enhancement Project (CIP No. 10448)

This project entails the design and installation of functional and operational enhancements to the intersections of Clayton Road and Marsh Creek Road adjacent to Diablo View Middle School, as well as Clayton Road and Mt. Zion Drive adjacent to Mt. Diablo Elementary School. These are the only two public schools located with the City of Clayton. As a preliminary estimate, this project is projected to cost \$100,000, which will be funded by Measure J LSM return to source local revenues.

Projected Expenditures in FY 2019-20: \$100,000

10. 2020 Neighborhood Streets Repave (CIP No. 10449)

The FY 2019-20 proposed budget includes projections on ending fund balances for the HUTA gas tax and Measure J funds as of June 30, 2019, as well as corresponding fund revenue projections for the upcoming fiscal year. It is projected there will be unallocated HUTA gas tax, Measure J local return to source, and Measure J Program 28A Co-op reserves of \$350,535, \$214,412, and \$34,530 respectively. The combination of these sources results in total funding of \$599,477 available for a 2020 Neighborhood Streets project. Accordingly, as a placeholder project, the proposed budget includes appropriations for this project and assumes the project would be completed by the end of FY 2019-20. Following a neighborhood street assessment and competitive bid procedures by the City Engineer, it is expected a construction contract will be recommended to the City Council for consideration sometime in FY 2019-20.

Projected Expenditures in FY 2019-20: \$599,477

11. Downtown Pedestrian Improvement (CIP No. 10450)

On June 21, 2017 the City of Clayton was awarded a grant of \$252,000 for pedestrian safety improvements in the town center through the Measure J Transportation for Livable Communities program, administered by Contra Costa Transportation Authority (CCTA). Thereafter on October 17, 2017 the City Council approved a Master Cooperative Funding Agreement with the CCTA outlining the roles and responsibilities of the City and CCTA. The scope of this project entails the installation of two raised and lighted crosswalks at Oak and Center Streets in the downtown area as well as a table top lighted intersection at Old Marsh Creek Road and Main Street. Following competitive bidding

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procedures, staff expects a construction contract to be recommended to the City Council for consideration sometime in early FY 2019-20.

Projected Expenditures in FY 2019-20: \$252,000

12. Green Infrastructure (CIP No. 10451)

Mandated in MRP 2.0 by the San Francisco Regional Water Quality Control Board, this project entails requires retrofitting of existing impervious surfaces and storm drain infrastructure with green infrastructure (GI) and that it be evaluated, analyzed, planned for, costed and reported upon. Specifically, this project entails: (1) the preparation a GI Plan, due October 2019, which identifies opportunity areas for the inclusion of future GI projects; (2) preparation and showing of estimated costs/budgets within the CIP based upon the GI Plan; and (3) the City review and update as needed standard engineering design and planning policies/ordinances to incorporate GI. During FY 2019-20 the City intends to prepare its GI Plan, estimated to cost approximately \$50,000. The City Council has already authorized this to be funded with FY 2016-17 General Fund excess reserves. Once the plan is completed, it is anticipated future CIP budgets will incorporate additional projects with specific project costs and timelines.

Projected Expenditures in FY 2019-20: \$50,000

City of Clayton
Budget Message
Public Employees Retirement Pension System

PUBLIC EMPLOYEES RETIREMENT PENSION SYSTEM

A Brief History

Eleven years after its incorporation as a municipality in 1964, the City of Clayton joined the California Public Employees Retirement System (CalPERS) to establish a pension system for its public employees (June 1975). At that time it contracted for a retirement system plan of 2% at age 55 for its sworn law enforcement officers and 2% at age 60 for its general (miscellaneous) employees. Each enrolled plan was the least costly "defined benefit" plan offered by CalPERS. For the next 40 years and continuing today, permanent employees of the City are members of CalPERS for retirement pension purposes. The City organization does not belong to Social Security; therefore, its employees rely on this public pension system as the primary retirement program.

A plan change occurred in 1997 when the City moved its law enforcement employees from the CalPERS 2% at age 55 Plan to a 2% at age 50 Plan; miscellaneous employees were kept on the 2% at age 60 Plan. Presumably at that time the City elevated the retirement benefits of its Police Department in order to attract and retain quality sworn personnel in the competitive public sector market. In early 2001 the retirement plans were again modified (through the collective bargaining process) to the existing "Classic" contracts of 3% at age 55 for Public Safety (sworn law enforcement) and 2% at age 55 for the Miscellaneous Unit (civilian). CalPERS also initiated unilateral action to eliminate small-employer public agency members from consideration as independent agencies and "pooled" them together to share some of the pension risk. These new pooled plans (in effect today) are referred to as *Multiple-Employer "Cost-Sharing" Defined Benefit Plans*. Although cost sharing plans are designed to bundle employer pension expenses of several employer plans that provide identical benefits, plans that had super- or under-funded statuses carried forward their positive or negative balances into the new plan in what is referred to as a "Side-Fund". Thus, this CalPERS action caused several of the small employers (including Clayton) to report separate side-fund "unfunded liabilities" which the City of Clayton has been reducing over time within its annual employer contribution pension rates as analyzed in greater detail later.

In 2008, coinciding with the abrupt downturn in the national and local economies and the wave of retiring Baby Boomers (born 1946 - 1964), the press and the public waged a vigorous debate and exposé concerning the amount and scope of unfunded liabilities of governments [taxpayers] for the CalPERS defined benefit retirement plan. Public pension policies have been attacked, modified, reformed and threatened over the course of this examination and it continues today in the form of state legislation reform bills, statewide initiatives and disparaging editorial opinions. Resulting from this, the State of California legislature enacted Public Employee Pension Reform Act (PEPRA) effective January 2013 creating a new defined benefit pension tier for newly-enrolled CalPERS-covered employees.

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Budget Message
Public Employees Retirement Pension System**

Acting in advance of PEPRA and most public agencies, the City of Clayton established a 2nd Tier Plan effective January 2011 for all new "Classic Tier" hires. To further mitigate its unfunded liability exposure, the Clayton City Council took action in March 2012 to prohibit all future local elected officials (e.g. city council members) from becoming members of the CalPERS pension plan.

In regards to action taken to address the reasonableness of actuarial assumptions, the 2016 Annual Review of Funding Levels and Risks published by CalPERS on September 20, 2016 concluded economic conditions at that time increased the risk associated with achieving a 7.5% rate of return over the medium term (10 years or so). With this in mind, action was taken by the CalPERS Board to re-address the viability of the actuarially assumed discount rate for future years with the goal of increasing funded status of pension plans. Accordingly, on December 21, 2016 the CalPERS Board voted to lower its discount rate from 7.5% to 7.0% over a three year timeframe with the hope the incremental lowering of the rate would give employers more time to prepare for the changes in contribution costs. The first year of pension contribution increases resulting from lowering the discount rate was FY 2018-19.

Various Pension Plan Groups and Composition

As a consequence of the actions taken as described previously the City of Clayton now has three (3) separate CalPERS pension plan tiers for its employees for both the Public Safety and Miscellaneous employee groups:

1. Tier I "Classic" - This plan covers existing City employees hired prior to January 2011. No future employee of the City can ever enroll into the Tier I Plan and accordingly this pool of existing employees will shrink in number as these employees move to other employment or retire from the City. The benefit formula for Public Safety Tier I members is 3% @ 55 and the benefit formula for Miscellaneous Tier I members is 2% @ 55.

Previously, the City made the required employee contributions on behalf of all Tier I employees, which is defined as "Employer Paid Member Contributions" (EPMC) by CalPERS. As part of three year Police Officers Association (POA) labor agreement approved on July 7, 2015, the previous 9% EPMC for Public Safety Tier I members has now been entirely phased out, with members of this group paying the full required employee contribution rate. While beneficial for future pension obligations, this phase-out did come at a cost and was offset by a negotiated 4% annual cost of living adjustment for all sworn officers for the three year period ending June 30, 2018. In accordance with labor agreements currently in place and assuming status quo terms, the proposed budget for FY 2019-20 assumes the City will continue to make the full 7% EPMC for all Miscellaneous Plan Members, which comprises four (4) employees. To add some perspective,

City of Clayton
Budget Message
Public Employees Retirement Pension System

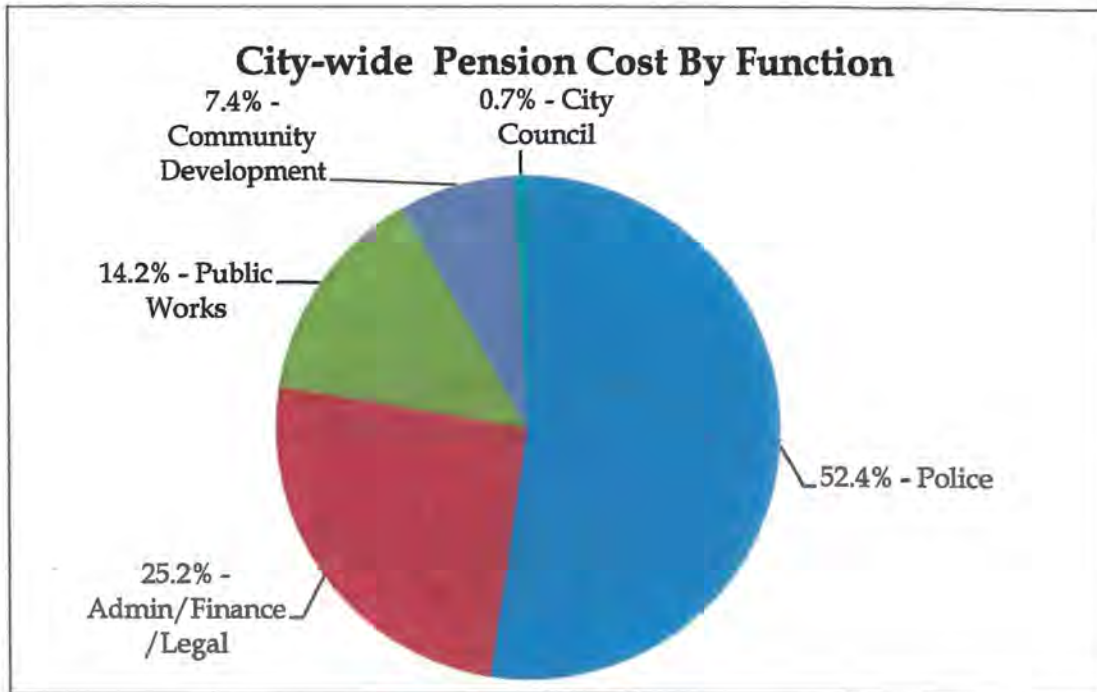
this small group of Tier I Miscellaneous employees represents one quarter (25%) of the entire unrepresented Miscellaneous employee group of sixteen (16) permanent employees.

Commencing FY 2018-19, as part of the latest and current three (3) year labor agreement with the POA, Tier I Public Safety members of the POA were required to help contribute towards the escalating normal cost employer rate. These member paid employer contribution sharing rates were 0.5%, 1.25%, and 2.25% for FY 2018-19, FY 2019-20, and FY 2020-21, respectively. In FY 2019-20, net of any members paid employer contributions, employer contribution rates for Tier I employees will be 17.678% and 9.68% for Public Safety and Miscellaneous Plan Members, respectively.

2. Tier II "Classic" - This plan covers City employees hired during the timeframe January 2011 through December 2012, plus any new hire of the City that comes from an employer previously enrolled in a CalPERS pension system (without a break in service longer than six months). The benefit formula for Public Safety Tier II members is 2% @ 50 and the benefit formula for Miscellaneous Tier II members is 2% @ 60. There is no EPMC provision, making employees responsible for the entire employee pension contribution rate, which is 9% for Public Safety plan members and 7% for Miscellaneous Plan members. In FY 2019-20 employer contribution rates for Tier II employees will be 16.636% and 8.081% for Public Safety and Miscellaneous Plan members, respectively.
3. Tier III "PEPRA" - This plan (aka the "Brown Plan" named after its originator, Governor Jerry Brown) automatically covers any new employee of the City not previously a member of CalPERS or with a break in service longer than six months. The benefit formula for Public Safety Tier III members is 2.7% @ 57 and the benefit formula for Miscellaneous Tier III members is 2% @ 62. Under PEPRA law, members are required to pay at least 50% of the normal cost of benefits, essentially splitting the pension contribution rate requirement with some exceptions. In FY 2019-20 employer contribution rates for Tier III employees will be 13.034% and 6.985% for Public Safety and Miscellaneous Plan Members, respectively

**City of Clayton
Budget Message
Public Employees Retirement Pension System**

The following chart summarizes the organization-wide spread of the City's pension contributions projected for FY 2019-20:



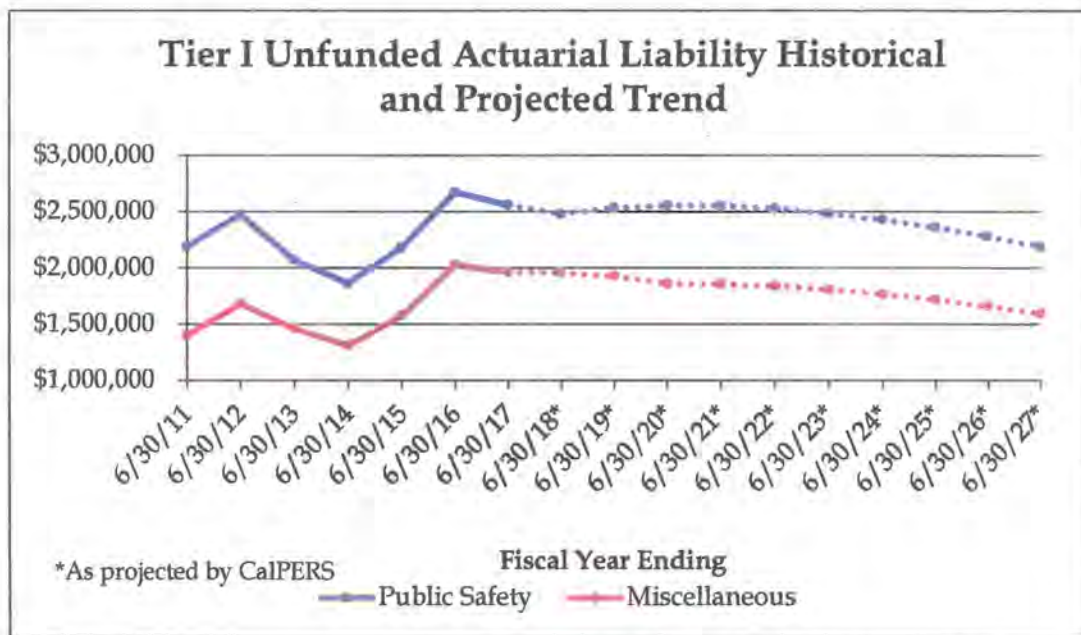
As depicted in the pie chart above, the Police Department makes up over fifty two (52.4%) percent of the budgeted employer pension contributions. This statistic is generally reflective of the Police Department's share of the City's permanent workforce, whereby this department has thirteen (13) of the city's total workforce of just over twenty six (26.2) employees which mirrors this department's share of the overall workforce. The Police Departments share of total employer pension contributions is expected to rise slightly in FY 2020-21 following the pay-off of the Miscellaneous Tier I Side Fund scheduled for July 1, 2020.

Status of the City's Unfunded Actuarial Liability

An unfunded actuarial liability (UAL) is the difference between the estimated current liability to pay future benefits and the current market value of assets accumulated to pay those benefits. If assets are greater, a plan is overfunded and if the liability is greater, a plan is underfunded, creating an unfunded liability. The unfunded liability is an estimated figure changing with each actuarial valuation pursuant to changes in market value of assets, investment earnings and actual results of the plan as compared to actuarial assumptions. Unfunded liabilities are not amounts that are actually due today but are estimates of what pension actuaries believe will be needed to pay future benefits. The funding policies established by CalPERS are intended to provide for full

**City of Clayton
Budget Message
Public Employees Retirement Pension System**

funding of the pension plan by the time employees retire. The following is a line chart summarizing the City's UALs for both the Public Safety Tier I and Miscellaneous Tier I employee plans over the past seven (7) years (since CalPERS began publishing this information in the actuarial reports) and CalPERS' estimates for the next ten (10) fiscal years:



As depicted in the chart above, when considering the current funded status of the City's pension plan's, the most recently issued actuarial reports (June 30, 2017) reflect slight decreases to both the Safety and Miscellaneous Tier I Plan UALs. As of June 30, 2017 the Safety Tier I Plan UAL status improved, decreasing slightly by 4.2% to \$2,560,292, reflecting a funded status of 74.9%. Similarly, the Miscellaneous Tier I Plan also improved, decreasing slightly by 3.2% to \$1,961,439, reflecting a funded status of 74.7%. These simultaneous decreases are primarily due to the favorable 11.2% investment return of CalPERS in FY 2016-17, which was far above the assumed 7.5% discount rate benchmark at that time. Some additional positive news is CalPERS' press release on July 12, 2018 reported the fund anticipates closing FY 2017-18 with another encouraging investment return of 8.6%, exceeding the new reduced discount rate of 7.0%. This higher-than-projected investment return is expected to result in a further slight reduction to the City's UALs in next year's pension plan actuarial reports.

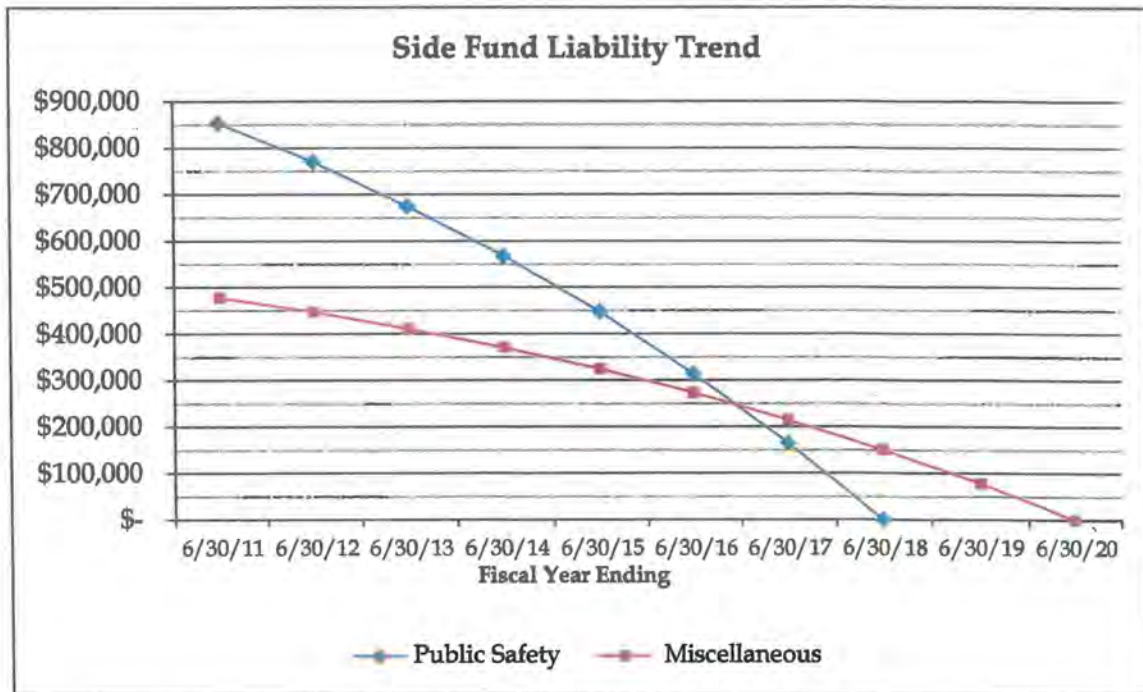
Prospectively, arising from policies adopted by the City, the state legislature, and CalPERS, gradual reductions are predicted for the City's UALs. These gradual reductions incorporate CalPERS policies to amortize annual plan investment gains and losses over thirty (30) year periods well as its five (5) year ramp up and down phases to

**City of Clayton
Budget Message
Public Employees Retirement Pension System**

smooth the volatility these annual conditions can have on employer pension contribution requirements. Consequently, the latest actuarial reports project employer UAL pension contributions for the two "Classic" Tier I plans to gradually increase until reaching their ceiling in FY 2030-31, after which they steadily reduce until both plan UALs are fully paid off in FY 2046-47 (under present value calculations and CalPERS methodologies).

Status of the City's Side Fund UALs

The City's Side-Fund UALs have gradually been amortized and reduced over the past several years. Actuarial reports now show the City's Tier I Public Safety Side Fund UAL was eliminated in FY 2017-18 and the Tier I Miscellaneous Side Fund UAL is expected to be fully eliminated at the close of FY 2019-20. Also as discussed previously, the payoff of the Tier I Public Safety Side Fund UAL was accompanied by a large but non-recurring decrease in the fixed dollar UAL employer pension contributions observed in the General Fund's Police Department budget. While this is good news in the short term, changes in CalPERS Board adopted actuarial assumptions can still drastically impact future employer pension contribution requirements. To provide a more in-depth analysis of this once significant driver of employer pension contributions, the following chart summarizes the historical trend of the City's Side-Fund UALs, which are included as part of the City's aggregated plan UAL discussed previously. This trend analysis was prepared using the most current actuarial data supplied to the City by CalPERS in the annual funding actuarial reports:



**City of Clayton
Budget Message
Public Employees Retirement Pension System**

Impacts of Statutory Pension Reform - Short and Long-term

Since the adoption of PEPRA and due to measures taken by the City Council in 2011 to create second retirement tiers, noteworthy savings were realized by the City in the three year timeframe from FY 2012-13 to FY 2014-15. Ultimately, these savings were realized by the City through the gradual attrition of several Tier I "Classic" employees with those positions subsequently filled by less expensive Tier II and PEPRA enrolled employees. However, commencing in FY 2015-16, in an aggressive and deliberate measure to recapture these savings realized by participating agencies, CalPERS began billing for the unfunded portion of the City's Tier I pension liabilities as a fixed dollar amount as opposed to the "percentage of payroll" method used in all prior years leading up to FY 2015-16. Therefore, to understand and better prepare for fluctuations in employer pension costs, a city must monitor both the percentage of payroll (or "Normal Cost") rate as well as the relatively new fixed dollar UAL contribution components.

The latest CalPERS actuarial reports for the year ended June 30, 2017 establish the City's normal cost contribution rates as well as the fixed dollar UAL contribution requirements for the upcoming fiscal year. The City's FY 2019-20 contribution requirements relative to the prior year (FY 2018-19) are as follows:

Pension Tier	FY 2018-19		FY 2019-20	
	Normal Cost Rate	Lump Sum UAL Pmt.	Normal Cost	Lump Sum UAL Pmt.
Safety Classic	17.614%*	\$121,090	17.678%*	\$153,231
Safety Tier II	15.719%	\$849	16.636%	\$616
Safety PEPRA	12.141%	\$1,355	13.034%	\$1,837
Miscellaneous Classic	8.892%**	\$165,933	9.680%**	\$191,237
Miscellaneous Tier II	7.634%	\$801	8.081%	\$1,096
Miscellaneous PEPRA	6.842%	\$2,060	6.985%	\$2,056

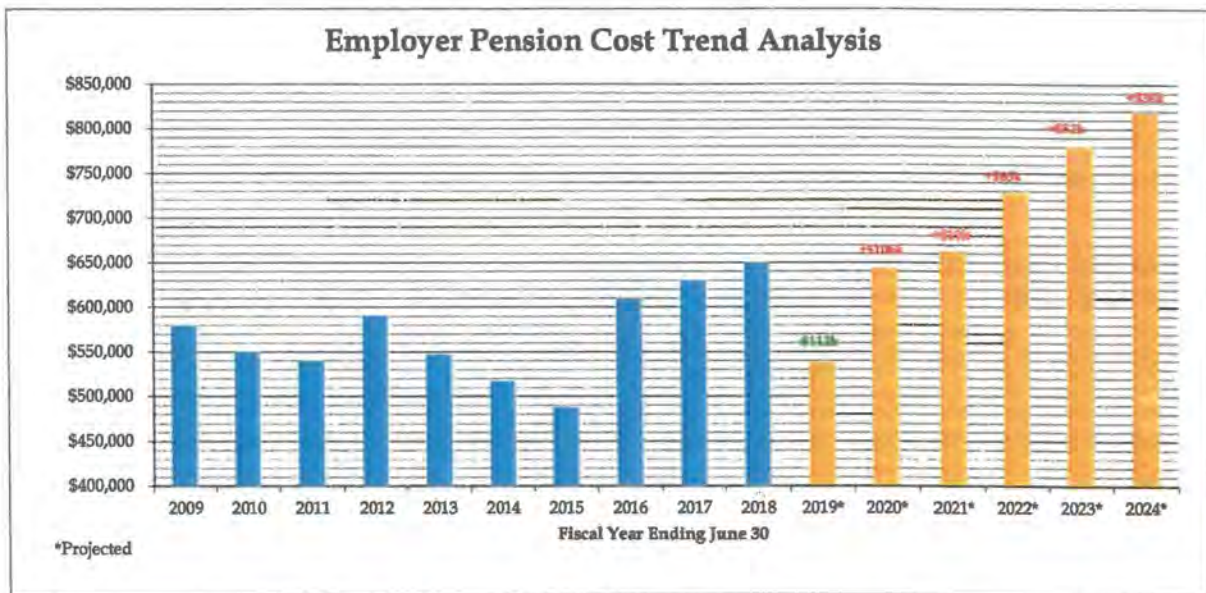
*Excludes negotiated member-paid employer contribution portions.

**Excludes employer-paid member contribution (EPMC) of 7.0%.

The published FY 2019-20 employer contribution requirements remained relatively consistent with prior year actuarial projections, with the exception of the Safety Classic plan where the increase was in excess of one percent (1.314% rate increase). Similarly, the highest fixed dollar UAL employer pension contribution hike occurred in the Safety Classic plan. This increase is a direct result of the full amortization of the Safety Classic plan's side-fund liability as of July 1, 2018, resulting in temporary employer pension contribution savings realized during FY 2018-19 which are now "normalizing" in FY 2019-20 and onward.

**City of Clayton
Budget Message
Public Employees Retirement Pension System**

Changes in legislation, employee workforce attrition, and volatility of CalPERS estimates (i.e. investment returns), make it challenging to predict future pension costs as well as the status of the UAL with absolute certainty. However the following chart provides a summary of historical City-wide employer pension contributions over the past ten (10) years as well as a projections for the current fiscal year still underway (FY 2018-19) and the following five (5) future years thereafter using employment and actuarial information known at this time. As noted previously, the unpredictability of workforce and market factors makes these future year projections subject to change prospectively.



Note: This chart incorporates the existing Police Officer Association set to expire July 1, 2021 and assumes status quo terms for the Miscellaneous Employee Group labor agreement, which expires July 1, 2019.

The steady decline in required employer pension contributions from FY 2011-12 to FY 2014-15 was caused by the gradual attrition of the City’s Tier I employees (i.e. retirement, employment separation to pursue employment at another agency, etc.) and filling those vacancies with less expensive Tier II and Tier III “PEPRA” employees. Thereafter, the spike in FY 2015-16 and subsequent two (2) years is caused by CalPERS’ implementation of fixed dollar UAL billings to supplement normal cost percentage-of-payroll contribution rates. The sharp one-time drop in employer contributions illustrated in FY 2018-19 is a result of the full payoff of the Public Safety Tier I Side Fund liability.

The chart also incorporates the impact of the CalPERS Board voting to decrease the discount rate in December 2016 impacting employer pension contribution assumptions

**City of Clayton
Budget Message
Public Employees Retirement Pension System**

from FY 2018-19 and onward. As depicted in the previous chart, the impacts of this assumed discount rate decrease are temporarily held at bay in FY 2020-21 due to the payoff of the Miscellaneous Tier I Side Fund UAL. However, thereafter estimated employer pension contributions are expected to grow in tandem with actuarially assumed wage growth as well as CalPERS' policy to (eventually) achieve "fully funded" status through calculated annual UAL payment increases.

In all, the total amount of monies in the proposed budget projected to be required to pay CalPERS retirement contributions in FY 2019-20 is approximately \$644,000 across all City funds, representing an increase of approximately \$106,000 (19.71%). Of this amount, \$565,320 (87.8%) is covered by the General Fund and over \$350,000 pertains to CalPERS fixed dollar billings to address the UAL. This means for every one dollar spent on employer pension contributions, nearly 54.35¢ is used to address the buildup of the unfunded liability reported by CalPERS actuaries and not to address future retirement benefits of the current workforce.

Summary of Pension Analysis

The purpose of this information published annually is not to marginalize the seriousness of the unfunded pension plan debate, but to provide transparency and context to a story often sensationalized by the media. Acknowledging the importance of addressing the City's exposure to the growth of unfunded pension liabilities, several actions outlined in detail previously have been taken by the City Council, CalPERS, and the state legislature. These actions were designed to address the issue in the long-run, without causing immediate and detrimental set-backs to the City's current ability to provide public services. Considering the already scarce local resources available, it is encouraging to see the City appears headed in the right fiscal direction on this matter. Nevertheless, prudent and regular monitoring of the City's progress will be essential to achieving sustainable and sensible budgets well into the future.

BUDGET SCHEDULES
2019-20

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**General Fund
Revenues
2019-20**

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**CITY OF CLAYTON PROPOSED GENERAL FUND REVENUE BUDGET
2018-19 BUDGETED VS 2019-20 PROPOSED BUDGETED REVENUE**

Description	Account Number	Actual Revenue 2017-18	Budgeted Revenue 2017-18	Projected Revenue 2018-19	Budgeted Revenue 2018-19	Proposed Revenue 2019-20	Change from 2018-19 Budget (%)
Secured Property Taxes:							
Property Taxes In-Lieu of VLF	4100	965,768	946,600	1,010,945	985,000	1,031,100	4.7%
Property Taxes - Secured	4101	849,932	833,300	890,000	867,000	907,800	4.7%
RPTIF Distribution	4108	355,050	368,000	378,000	414,000	389,000	-6.0%
Total Secured Property Taxes		2,170,750	2,147,900	2,278,945	2,266,000	2,327,900	2.7%
Unsecured Property Taxes:							
Property Taxes - Unsecured	4102	39,791	39,800	41,000	41,600	41,000	-1.4%
Property Taxes - Unitary Tax	4103	14,854	14,100	15,000	15,000	15,300	2.0%
Property Taxes - Supplemental	4104	29,428	29,500	30,000	35,700	30,600	-14.3%
Property Taxes - Other	4106	9,641	10,500	9,800	10,200	9,900	-2.9%
Sales and Use Tax	4301	436,560	434,500	478,000	477,000	497,100	4.2%
Real Property Transfer Tax	4502	80,604	83,000	82,200	76,300	83,800	9.8%
Business Licenses	5101	154,397	137,000	140,000	146,000	145,000	-0.7%
CCC Building Permit Remit Fees	5103	84,905	58,100	71,500	72,000	72,900	1.3%
Engineering Service Fees	5106	10,138	8,100	6,100	9,700	6,200	-36.1%
Public Safety Allocation	5201	86,743	82,900	86,300	87,700	88,000	0.3%
Abandoned Veh Abate (AVA)	5202	4,767	5,300	5,300	5,080	5,400	6.3%
Motor Vehicle In-Lieu	5203	5,940	5,100	5,450	6,050	5,500	-9.1%
Other In-Lieu of Taxes	5205	161,108	161,110	164,330	164,330	167,600	2.0%
POST Reimbursements	5214	2,387	1,000	1,000	2,380	1,000	-58.0%
State Mandated Cost Reimbursement	5217	5,273	-	5,450	5,000	5,000	0.0%
Planning Permits/Fees	5301	15,365	14,280	9,200	14,600	9,400	-35.6%
Police Permits/Fees	5302	13,896	15,700	16,800	12,110	17,000	40.4%
City Hall Rental Fees	5303	252	200	200	200	200	0.0%
Planning Service Charges	5304	27,217	25,000	30,500	28,400	35,000	23.2%
Well Water Usage Charge	5306	29,211	27,940	31,000	30,600	31,900	4.2%
Misc. City Services	5319	1,062	500	5,200	750	2,000	166.7%
Fiduciary Funds Administration	5322	269,630	269,690	254,827	254,827	271,270	6.5%
Franchises - Comcast Cable	5401	210,879	220,300	204,800	221,000	205,000	-7.2%
Franchises - Garbage Fees	5402	193,092	187,700	193,600	194,400	197,000	1.3%
Franchises - PG&E	5403	128,658	121,800	119,000	129,900	120,000	-7.6%
Franchises - Equilon Pipe	5404	14,891	14,550	15,770	15,370	16,200	5.4%
AT&T Mobility Franchise Fees	5405	246	200	200	230	200	-13.0%
Fines and Forfeitures	5501	23,495	27,200	24,500	28,200	24,900	-11.7%
Interest	5601	93,749	80,000	114,000	88,200	115,000	30.4%
Park Use Fee	5602	31,210	39,100	42,000	33,130	43,200	30.4%
Meeting Room Fee	5603	4,816	4,500	4,800	4,370	4,800	9.8%
Unrealized Inv. Gain/Loss	5606	(81,895)	-	-	-	-	0.0%
Cattle Grazing Lease Rent	5608	9,972	9,970	10,150	10,150	10,340	1.9%
Cell Tower Lease Rent	5609	34,516	34,330	35,280	35,560	36,300	2.1%
Clayton Community Gymnasium Rent	5613	32,160	31,800	33,600	33,600	35,400	5.4%
Reimbursements/Refunds	5701	4,943	5,500	5,000	5,500	7,200	30.9%
CCLF Contributions	5703	2,000	-	2,000	-	-	0.0%
Other Revenues	5790	8,904	4,990	10,070	5,500	2,000	-63.6%
Overhead Cost Recovery	5791	6,321	1,260	8,000	7,500	8,000	6.7%
Admin Expense Recovery:							
Measure J Fund	6002	4,494	4,494	4,639	4,639	4,830	4.1%
HUTA Gas Tax Fund	6004	7,503	7,503	7,745	7,745	8,060	4.1%
Neighborhood Street Lights Fund	6005	11,540	11,540	11,912	11,912	12,390	4.0%
GHAD Fund	6006	7,244	7,244	7,478	7,478	7,780	4.0%
Landscape Maintenance CFD Fund	6007	36,095	36,095	37,258	37,258	38,760	4.0%
The Grove Park CFD Fund	6011	7,337	7,337	7,574	7,574	7,880	4.0%
Stormwater Assessment Fund	6016	37,247	37,247	38,447	38,447	39,990	4.0%
Total Revenues		4,483,336	4,465,880	4,705,925	4,689,190	4,814,200	2.7%

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**General Fund
Expenditures
2019-20**

**CITY OF CLAYTON GENERAL FUND EXPENDITURE AND FUND BALANCE SUMMARY
FISCAL YEAR 2019-20**

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected Actual	2019-20 Proposed Budget
7111	Salaries/Regular	1,779,780	1,880,900	1,866,500	1,977,500
7112	Temporary Help	41,181	11,700	6,700	-
7113	Overtime	79,782	101,000	104,300	104,000
7115	Council/Commission Comp	34,920	35,400	32,280	35,400
7116	Part-time Salaries	3,673	4,500	5,600	6,200
7218	LTD/STD Insurance	18,698	21,280	20,200	22,290
7219	Deferred Compensation Retirement	2,191	2,710	2,700	2,710
7220	PERS Retirement - Normal Cost	209,923	239,180	229,050	255,550
7221	PERS Retirement - Unfunded Liability	370,583	264,400	258,910	309,770
7231	Workers Comp Insurance	75,698	87,080	87,080	100,690
7232	Unemployment Insurance	9,659	11,770	12,350	11,610
7233	FICA Taxes	30,247	31,760	31,520	32,660
7241	Auto Allowance/Mileage	19,069	19,420	19,380	19,320
7242	Uniform Allowance	8,550	9,000	9,000	9,000
7246	Benefit Insurance	249,415	297,200	243,400	255,700
7247	OPEB Expense	11,092	14,750	14,530	15,100
7301	Recruitment/Pre-employment	7,853	6,900	9,000	9,000
7311	General Supplies	26,717	32,000	35,500	32,000
7312	Office supplies	18,244	15,000	10,000	13,000
7313	Small Tools and Equipment	-	-	-	-
7314	Postage	4,069	5,000	4,400	4,600
7321	Printing and Binding	1,617	1,550	800	1,800
7323	Books/Periodicals	218	450	400	450
7324	Dues and Subscriptions	22,832	27,500	27,185	28,600
7325	EBRCSA system user fee	8,900	10,080	9,670	10,800
7331	Rentals/Leases	11,333	12,680	12,000	12,700
7332	Telecommunications	30,825	30,920	32,290	34,200
7335	Gas & Electric Serv.	85,687	94,720	98,600	108,500
7338	Water Service	138,241	132,410	152,900	162,150
7341	Buildings & Grounds Mtn	16,680	32,000	30,700	33,000
7342	Machinery/ Equip Maint.	3,158	6,000	2,000	4,000
7343	Vehicle Maintenance	26,613	30,200	26,800	31,200
7344	Vehicle Gas, Oil, and Supplies	41,766	34,500	45,400	45,000
7345	Office Equip. Maint. & Repairs	4,012	3,000	3,000	4,000
7346	HVAC Mtn & Repairs	7,784	18,400	41,200	18,400
7351	Insurance Premiums	85,329	114,780	115,200	109,600
7362	City Promotional Activity	3,972	4,500	4,500	4,500
7363	Business Expense	-	450	300	450
7364	Employee Recognition	1,855	2,800	1,600	2,500
7365	Volunteer Appreciation	-	500	200	500
7371	Travel	16	200	1,200	200
7372	Conference	187	2,600	1,900	2,700
7373	Education and Training	12,367	18,000	17,500	17,500
7380	Recording Fees	-	-	650	500
7381	Property Tax Admin Cost	11,452	8,700	9,000	9,300
7382	Election Services	-	10,000	7,800	-
7384	Legal Notices	3,724	3,000	1,000	2,000
7408	Crossing Guard Services	10,085	10,710	11,140	11,500
7410	Professional Engineering Services	124,739	115,020	117,000	120,000

**CITY OF CLAYTON GENERAL FUND EXPENDITURE AND FUND BALANCE SUMMARY
FISCAL YEAR 2019-20**

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected Actual	2019-20 Proposed Budget
7411	Legal Services Retainer	99,920	104,450	102,000	102,000
7412	Engineering Inspection	239	500	500	500
7413	Special Legal Services	18,546	11,500	19,500	16,000
7414	Auditing Services	23,995	24,300	24,560	25,200
7415	Computer Services	12,409	18,200	18,200	22,700
7417	Janitorial Services	52,503	54,600	54,200	55,000
7419	Other Prof. Services	25,730	30,500	34,400	31,200
7420	Merchant Fees	3,864	4,300	4,440	4,700
7423	Extra & Sunday Operating Hours	7,963	13,000	10,000	11,000
7424	Dispatch Services	241,074	265,800	265,800	279,100
7425	Lab Fees	8,768	25,000	9,000	20,000
7426	Jail Booking Fee	-	5,500	5,500	5,500
7427	Cal ID Services	11,618	13,000	12,200	13,000
7429	Animal Control Services	72,931	84,750	80,050	86,200
7433	Integrated Justice System (ACCJIN-ARIES)	10,980	12,200	11,600	12,200
7435	Contract Seasonal Labor	-	30,000	12,000	18,000
7440	Tree Trimming Services	1,560	11,000	10,000	10,000
7486	CERF Charges/Depreciation	55,000	62,000	62,000	70,000
Total Operational Expenditures		4,301,836	4,587,220	4,510,285	4,774,450
Total Revenues		4,483,336	4,689,190	4,705,925	4,814,200
Operational Excess		181,500	101,970	195,640	39,750
Non-Operational Expenditures Summary					
City Council Allocation of FY 2014-15 Excess		149,631	53,337	14,062	36,393
City Council Allocation of FY 2015-16 Excess		195,072	-	-	-
City Council Allocation of FY 2016-17 Excess		87,607	218,735	136,961	50,000
City Council Allocation of FY 2017-18 Excess		-	-	100,000	-
Net Increase/(Decrease) in Fund Balance		(250,810)	(170,102)	(55,383)	(46,643)
Beginning Fund Balance		5,917,281	5,666,471	5,666,471	5,611,088
Ending Fund Balance		5,666,471	5,496,369	5,611,088	5,564,445

City Council
Department 01

Department Description

The five member City Council is the elected policy-making body for the City of Clayton. Members of the City Council are elected to four year overlapping terms at General Municipal elections held in November of even numbered years. The City Council receives a monthly stipend of \$470 for their services. The Mayor and Vice Mayor are selected annually by the Council from amongst its membership in December each year.

Services funded:

- Hold regular, twice monthly City Council meetings on Tuesday evenings, and special meetings on an as-needed basis; includes closed sessions as permitted by law.
- Set policy goals and objectives for all City service functions.
- Members serve on various ad-hoc subcommittees and inter-governmental boards to represent the community on critical local and regional issues.
- Appoint citizens to City boards and commissions, and advisory committees.
- Coordinate, attend and participate in community events such as the 4th of July Parade and the Concerts in The Grove park.
- Video City Council meetings for playback on the City Cable Channel 24 for public viewing.
- General Municipal Election costs and expenses every even-numbered year through contract with the County Elections Office.
- Hires the City Manager and the City Attorney, and appoints the City Treasurer

City of Clayton
 Legislative Department 01
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7115	City Council Comp	28,200	28,200	28,200	28,200
7220	PERS Retirement - Normal Cost	1,334	1,380	930	550
7221	PERS Retirement - Unfunded Liability	3,276	3,800	3,800	4,070
7231	Workers Comp Insurance	1,129	1,280	1,280	1,410
7232	Unemployment Insurance	1,389	1,750	1,750	1,750
7233	FICA Taxes	1,579	1,460	1,540	1,460
7321	Printing and Binding	-	300	300	300
7324	Dues and Subscriptions	12,596	13,300	13,050	13,100
7362	City Promotional Activity	3,972	4,500	4,500	4,500
7363	Business Meeting Expense	-	250	200	250
7372	Conferences/Meetings	106	1,600	1,700	1,700
7382	Election Services	-	10,000	7,800	-
7419	Other Prof. Services	8,547	8,000	10,100	10,000
Total Expenditures		62,128	75,820	75,150	67,290

**Administration/ Finance/ Legal
Department 02**

Department Description

City Manager

The City Manager functions as the chief executive officer of the municipal organization responsible for managing all departments of the City and carrying out City Council adopted policy. The department is comprised of three (3) full-time professional staff members (City Manager; Assistant to the City Manager; HR Manager/City Clerk).

Services funded:

- Provide leadership to professional staff and municipal employees.
- Advise and recommend policies to the City Council; receive and implement policy directions from the City Council.
- Act as lead negotiator for real property transactions and labor negotiations.
- Oversee the day to day operations of the City.
- Respond to general public inquiries.
- Research and analysis of municipal issues and special projects as assigned.
- Oversee and negotiate various franchise agreements.
- Prepare and distribute agenda packets and minutes.
- Administer contracts, coordinate staffing, and prepare administrative forms and permits for the City's large community and special events.
- Manage consultant contracts and lease agreements.
- Maintain and update the City's website.
- Coordinate all human resource functions responsible for recruitment, employee benefits, risk management, OSHA compliance, and workers' compensation administration.
- Oversee a citywide training plan for OSHA compliance and safety program.
- Research and respond to inquiries by citizens and press in compliance with the Public Records Act.
- Contract with Contra Costa County for municipal elections.
- Process general liability and workers' compensation claims filed against the City.
- Provide notary services.
- Coordinate the self-insured risk management tasks of the organization.

Finance

The City's Finance Department has one full time professional and utilizes two permanent part-time employees. The department is responsible for the City's budgetary, financial/accounting, treasury/investment, business licenses, and facilities rentals functions. The Department also includes the appointed City Treasurer (citizen), who provides auditing and investment oversight.

Services funded:

- Preparation and monitoring of annual budget
- Preparation of annually audited comprehensive annual financial report
- Manage general ledger and budgetary financial records
- Manage investments in accordance with City investment policy and California Government Code.
- Maintaining compliance with State of California, Contra Costa County and other regulatory agency financial reporting requirements.
- Management and preparation of Successor Agency Recognized Obligation Payment Schedule (ROPS) process.
- Administer and maintain records for the following operational cycles: payroll, employee benefits, cash receipts and disbursements.
- Administer business licenses.
- Manage rental of City-owned facilities and parks (Endeavor Hall, Library Meeting Room, Clayton Community Park, The Grove Park).

City Attorney

The City Attorney is selected and appointed by the City Council. Although this is the primary department the contracted City Attorney conducts work in, retainer time is also charged to other City departments where time is spent.

Services funded:

- Attend City Council meetings as the City's legal counsel.
- Draft and Review ordinances, resolutions, contracts, and other legal documents.
- Provide legal opinions and advise on matters of interest or concern to the City Council and City Staff
- Advice regarding land use issues.
- Oversee litigation involving the City.
- Assist the Council and staff in limiting litigation exposure and containing liability costs.
- Advise the City on changes to and impacts of state and federal laws, and case laws.

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City of Clayton
Admin/ Finance/ Legal Department 02
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	570,062	609,000	596,000	612,000
7112	Temporary Salaries	7,541	-	-	-
7218	LTD/STD Insurance	6,325	6,700	6,500	6,700
7220	PERS Retirement - Normal Cost	63,294	68,400	68,820	71,800
7221	PERS Retirement - Unfunded Liability	66,284	81,900	81,750	88,300
7231	Workers Comp Insurance	22,761	27,500	27,500	30,600
7232	Unemployment Insurance	2,143	2,700	2,700	2,700
7233	FICA Taxes	8,590	8,900	8,730	8,900
7241	Auto Allowance/Mileage	11,153	10,740	10,740	10,740
7246	Benefit Insurance	86,236	94,000	80,100	74,800
7301	Recruitment/Pre-employment	130	-	-	-
7324	Dues and Subscriptions	1,810	2,000	1,810	2,000
7332	Telecommunications	7,123	7,180	6,480	6,600
7371	Travel	-	100	-	100
7372	Conferences/Meetings	81	500	200	500
7373	Education and Training	297	1,500	1,400	1,500
7411	Legal Services Retainer	50,407	61,200	61,500	56,100
7413	Special Legal Services	6,758	5,000	6,000	6,000
7414	Auditing and Financial Reporting Services	23,995	24,300	24,560	25,200
7415	Computer/IT Services	9,593	10,200	10,200	10,700
7419	Other Prof. Services	4,200	6,000	6,100	4,700
Total Expenditures		948,783	1,027,820	1,001,090	1,019,940

**Public Works
Department 03**

Department Description

This department maintains City owned buildings and grounds; and provides maintenance for all non-special district facilities and land. The core employee unit of six (6) permanent employees consists of one Maintenance Supervisor, a Senior Maintenance Worker and four Maintenance Workers. Labor is augmented by temporary seasonal workers. Although the General Fund's Public Works department serves as the "base" department for these maintenance employees, their direct labor costs are shared with various two other departments of the General Fund as well as five other restricted-use special purposes funds based on actual hours worked.

Services funded:

- Provide routine maintenance for City building and grounds.
- Provide landscaping maintenance for all neighborhood parks in the City (Lydia Lane, North Valley Park, Westwood, Stranahan and El Molino).
- Contract janitorial services for City facilities and buildings.
- Tree trimming services contract supervision.
- Ensure fire inspection compliance of City owned buildings and facilities.
- HVAC system repairs contract supervision.
- Ensure compliance with elevator safety and inspection services.
- Pest extermination services contract supervision.
- Janitorial services contract supervision.

City of Clayton
Public Works Department 03
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	21,668	26,300	22,000	26,000
7112	Temporary Help	1,241	2,500	1,500	-
7113	Overtime	-	-	2,000	2,000
7218	LTD/STD Insurance	229	300	250	300
7220	PERS Retirement - Normal Cost	2,431	3,200	2,500	2,700
7221	PERS Retirement - Unfunded Liability	2,720	3,600	3,000	3,700
7231	Workers Comp Insurance	787	1,300	1,300	1,280
7232	Unemployment Insurance	175	270	250	190
7233	FICA Taxes	284	600	300	400
7246	Benefit Insurance	3,859	5,500	4,500	5,100
7301	Recruitment/Pre-employment	908	500	500	500
7311	General Supplies	3,963	5,000	5,000	5,000
7332	Telecommunications	1,736	2,090	2,560	3,000
7335	Gas & Electric Serv.	35,243	40,000	42,000	46,200
7338	Water Service	13,361	12,000	14,500	15,400
7341	Buildings & Grounds Mtn	8,368	14,000	14,000	15,000
7342	Machinery/ Equip Maint.	2,583	3,500	1,000	2,000
7343	Vehicle Maintenance	1,821	2,000	1,500	2,000
7344	Vehicle Gas, Oil, and Supplies	1,438	1,500	1,500	1,500
7346	HVAC Mtn & Repairs	1,827	10,000	35,000	10,000
7373	Education and Training	638	2,500	1,000	2,000
7411	Legal Services Retainer	301	2,550	1,000	2,550
7417	Janitorial Services	6,781	9,000	8,000	8,500
7419	Other Prof. Services	400	-	-	-
7429	Animal/Pest Control Services	1,629	7,300	7,000	6,500
7440	Tree Trimming Services	1,560	6,000	5,000	5,000
7486	CERF Charges/Depreciation	-	7,000	7,000	10,000
Total Expenditures		115,951	168,510	184,160	176,820

Community Development Department 04

Department Description

The Community Development Department is responsible for the general administration, development processing, zoning administration, architectural review, subdivision processing, Municipal Code and Zoning enforcement, General Plan administration, environmental review, housing, and special planning studies for the City, including associated staff support for the City Council and the Planning Commission. The Department provides guidance in the physical development of the City while protecting and maintaining the quality of its physical environment. The Department facilitates public participation and community involvement in planning issues. The Department consistently seeks to enhance the community's safety, welfare, economic opportunities and quality of life through land use controls. It consists of a Community Development Director, a part-time Assistant Planner and a part-time Code Enforcement Officer.

Services funded:

Long Range Planning and Special Studies Program

- Prepare and update *Town Center Specific Plan*, and the *Marsh Creek Road Specific Plan*, and state-mandated General Plan which includes the Housing Element.
- Prepare studies to update City policies in response to changes in State law, resource availability, and community goals.
- Facilitate public participation and community involvement in planning issues.
- Participate in development and review of regional studies prepared by ABAG, Contra Costa Transportation Authority, and TRANSPAC.
- Support City Council and City Manager in addressing regional governance and planning issues.

Development and Design Review Program

- Review, analyze, and provide recommendations on land development and design proposals by private property owners and governmental agencies.
- Provide support to City Council, Planning Commission, and City Manager.
- Reviews land development plans for compliance with City zoning requirements.
- Coordinate and oversee contract with County Building Inspection Department on building permits for construction projects.

- Administer environmental review process in compliance with the California Environmental Quality Act (CEQA).

Ordinance Information and Code Enforcement Program

- Provide zoning information and permit services at the City Hall public counter.
- Investigate and enforce zoning and land use complaints.
- Prepare amendments of zoning ordinance and zoning map.

Housing Program

- Administer the low-and moderate-income housing programs of the City.
- Ensure low-and moderate-income units remain available to qualified applicants upon sale of units.

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City of Clayton
Community Dev Department 04
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	179,008	191,000	171,000	190,900
7112	Temporary Salaries	1,694		-	-
7113	Overtime	-	-	1,300	1,000
7115	Planning Commission Comp	6,720	7,200	4,080	7,200
7218	LTD/STD Insurance	1,895	2,200	2,000	2,200
7220	PERS Retirement - Normal Cost	15,567	18,600	15,000	19,500
7221	PERS Retirement - Unfunded Liability	21,113	25,700	25,660	27,600
7231	Workers Comp Insurance	7,302	8,700	8,700	9,600
7232	Unemployment Insurance	714	900	1,350	900
7233	FICA Taxes	2,222	2,800	2,300	2,800
7241	Auto Allowance/Mileage	4,310	4,240	4,200	4,140
7246	Benefit Insurance	26,212	36,400	27,000	33,100
7323	Books/Periodicals	-	200	200	200
7324	Dues and Subscriptions	525	700	715	800
7332	Telecommunications	644	700	700	700
7371	Travel	16	100	1,200	100
7372	Conferences/Meetings	-	500	-	500
7373	Education and Training	560	2,000	500	2,000
7380	Recording Fees	-	-	650	500
7384	Legal Notices	3,724	3,000	1,000	2,000
7411	Legal Services Retainer	34,831	20,400	32,500	30,600
7413	Special Legal Services	4,727	500	11,500	5,000
7419	Other Professional Services	-	-	7,000	-
Total Expenditures		311,784	325,840	318,555	341,340

General Services

Department 05

Department Description

This department functions as the internal support service fund for expenses which aid the efficient and effective operation of the City organization. It has no assigned employees or revenue-generating capability.

Services funded:

- City-wide risk management (Clayton was one of the original members of the Municipal Pooling Authority of Northern California [MPA] Joint Powers Authority [JPA] for self-insured and risk pooled programs of general liability, workers compensation, and employee wellness).
- Copier and postage machine services for all departments.
- Office supplies for administration and general City functions.
- Information technology support for all departments as needed.
- Property tax administration fees levied by the (billed by County).
- Payroll and benefits administration software functions.
- Internet services for all departments.
- Provides funding for Other Post-Employment Benefits (OPEB) required of the City through contract with CalPERS medical insurance coverage.

City of Clayton
 General Services Department 05
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7247	OPEB Expense	11,092	14,750	14,530	15,100
7301	Recruitment/Pre-employment	374	1,000	1,000	1,000
7312	Office Supplies	8,073	8,000	7,000	8,000
7314	Postage	4,056	4,500	4,300	4,500
7321	Printing and Binding	1,617	1,250	500	1,500
7331	Rentals/Leases	11,333	12,180	11,500	12,200
7332	Telecommunications	4,783	5,100	4,700	5,000
7351	Insurance Premiums	85,329	114,780	115,200	109,600
7364	Employee Recognition	1,400	1,800	1,100	1,500
7381	Property Tax Admin Cost	11,452	8,700	9,000	9,300
7415	Computer/IT Services	2,816	8,000	8,000	12,000
7419	Other Prof. Services	6,922	9,000	8,700	9,500
7420	Merchant Fees	3,864	4,300	4,440	4,700
Total Expenditures		153,111	193,360	189,970	193,900

Police Department Department 06

Department Description

The Clayton Police Department has a present authorized strength of 11 full-time sworn members (includes the Chief), two civilians as well as volunteers in police services ("VIPS"), community emergency response team ("CERT"), and cadet programs. The Department is a generalist law enforcement agency with duties that include all aspects of local law enforcement. Sworn positions currently work on a 4-10/3-12 plan and may be assigned to specialized assignments such as field training officer, traffic accident investigator, bicycle patrol, and motorcycle patrol. The Department's employees take pride in their jobs and the community they serve and strive to perform their duties in a professional but sensitive, friendly, and positive manner. It subscribes to a community-oriented policing philosophy.

Services funded:

- Provide traffic enforcement and collision investigation throughout the City and on the trails system.
- Investigate crimes and submit to the District Attorney for prosecution.
- Represent the City in meetings with community groups, civic organizations, and inter-agencies concerned with law enforcement problems and policies.
- Event planning for various City sponsored events such as the 4th of July Parade, Concerts in The Grove, and many community sponsored events such as the Clayton Art and Wine and Oktoberfest.
- Facilitate the VIPS and CERT programs to serve the community.
- Participation in the East Bay Regional Interoperability Communications system.
- Oversee contracted animal control services through Contra Costa County.
- Oversee contracted police dispatch services and police records management through the City of Concord.

City of Clayton
Police Department 06
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	967,097	1,008,000	1,028,000	1,090,000
7113	Overtime	79,376	100,000	100,000	100,000
7116	Part-time Salaries	3,673	4,500	5,600	6,200
7218	LTD/STD Insurance	9,809	11,500	10,900	12,400
7219	Deferred Compensation Retirement	2,191	2,710	2,700	2,710
7220	PERS Retirement - Normal Cost	122,627	142,000	137,000	154,900
7221	PERS Retirement - Unfunded Liability	271,954	143,100	138,600	177,600
7231	Workers Comp Insurance	40,874	45,700	45,700	54,800
7232	Unemployment Insurance	4,445	5,500	5,500	5,600
7233	FICA Taxes	16,221	16,500	17,300	18,100
7241	Auto Allowance/Mileage	3,606	4,440	4,440	4,440
7242	Uniform Allowance	8,550	9,000	9,000	9,000
7246	Benefit Insurance	124,720	151,700	122,000	131,000
7301	Recruitment/Pre-employment	6,441	5,400	7,500	7,500
7311	General Supplies	16,923	13,000	16,500	17,000
7312	Office Supplies	10,171	7,000	3,000	5,000
7313	Small Tools & Equipment	-	-	-	-
7314	Postage	13	500	100	100
7323	Books and Periodicals	218	250	200	250
7324	Dues and Subscriptions	7,316	9,700	9,100	10,000
7325	EBRCSA system user fee	8,900	10,080	9,670	10,800
7332	Telecommunications	14,466	13,350	15,750	16,400
7342	Machinery/ Equip Maint.	575	2,500	1,000	2,000
7343	Vehicle Maintenance	21,308	24,000	22,000	25,000
7344	Vehicle Gas, Oil, and Supplies	37,584	30,000	40,200	40,000
7345	Office Equip. Maint. & Repairs	4,012	3,000	3,000	4,000
7363	Business Meeting Expense	-	200	100	200
7364	Employee Recognition	455	1,000	500	1,000
7365	Volunteer Appreciation	-	500	200	500
7373	Education and Training	10,872	12,000	14,600	12,000
7408	Crossing Guard Services	10,085	10,710	11,140	11,500
7411	Legal Services Retainer	8,055	15,300	5,000	10,200
7413	Special Legal Services	7,061	6,000	2,000	5,000
7417	Janitorial Services	2,700	3,000	2,700	3,000
7419	Other Prof. Services	5,661	7,500	2,500	7,000
7424	Dispatch Services	241,074	265,800	265,800	279,100
7425	Lab Fees	8,768	25,000	9,000	20,000
7426	Jail Booking Fee	-	5,500	5,500	5,500
7427	Cal ID Services	11,618	13,000	12,200	13,000
7429	Animal/Pest Control Services	68,082	70,450	68,950	74,500
7433	Integrated Justice System (ACCJIN + ARIES)	10,980	12,200	11,600	12,200
7486	CERF Charges/Depreciation	55,000	55,000	55,000	60,000
Total Expenditures		2,235,119	2,266,590	2,221,550	2,419,500

Library
Department 07

Department Description

The operation of the Clayton Community Library was the original model for other cities and is looked to as the example in County - City partnerships. While staffing of the Library is run by the County Library System, the City owns and maintains the building and grounds surrounding the Library at City expense.

Services funded:

- Payment of costs for Sunday and weekday operations (44 hours) at the Library beyond the County's base of 35 weekly hours.
- General maintenance of library facility and parking lot.
- Ensure fire inspection compliance of library facility.
- HVAC system repairs contract supervision.
- Pest extermination services contract supervision.
- Tree trimming services contract supervision.
- Janitorial services contract supervision.

City of Clayton
 Library Department 07
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	5,645	6,600	6,000	7,400
7112	Temporary Help	44	200	200	-
7218	LTD/STD Insurance	65	80	50	90
7220	PERS Retirement - Normal Cost	696	800	600	800
7221	PERS Retirement - Unfunded Liability	808	900	700	1,100
7231	Workers Comp Insurance	474	400	400	400
7232	Unemployment Insurance	79	100	100	100
7233	FICA Taxes	109	200	150	200
7246	Benefit Insurance	1,228	1,400	1,300	1,500
7332	Telecommunications	2,073	2,500	2,100	2,500
7335	Gas & Electric Serv.	48,919	53,000	54,400	59,900
7338	Water Service	2,312	2,410	2,400	2,550
7341	Buildings & Grounds Maintenance	6,971	13,000	11,700	13,000
7343	Vehicle Maintenance	522	700	500	700
7344	Vehicle Gas, Oil, and Supplies	414	500	400	500
7346	HVAC Mtn & Repairs	5,957	8,400	6,200	8,400
7417	Janitorial Services	29,667	29,100	30,000	30,000
7423	Extra & Sunday Operating Hours	7,963	13,000	10,000	11,000
7429	Animal/Pest Control Services	1,295	1,400	1,500	1,600
7440	Tree Trimming Services	-	2,000	2,000	2,000
Total Expenditures		115,241	136,690	130,700	143,740

Engineering Department 08

Department Description

The Department's duties can be divided into three basic categories: administrative, capital improvements, and land development. The City contracts with Harris & Associates for the performance of these services as the City Engineer.

Services funded:

Administrative

- Administer the City's encroachment permit program as well as the Geological Hazard Abatement District and various special Assessment Districts.
- Coordinate with the Maintenance Department regarding maintenance, operations and the repair of public transportation facilities (e.g. streets; sidewalks).
- Enforcement and continuous update of the City's Standard Plans and Specifications for design and construction.
- Represent the City's interests in regional transportation and funding issues.
- Response to flood zone information requests.
- Serve as the City Engineer.

Capital Improvements

- Administer the City's Capital Improvements Program, including coordination with the City Manager; evaluation and prioritization of Capital Improvement Projects; procurement of funds; right-of-way and land acquisition; and administration of the public bidding process.
- Administer the City's Pavement Management System.
- Supervision of the design and construction of all street and infrastructure projects, including sanitary sewer and storm drainage systems, local roads and traffic lights.

Land Development

- Coordinate with the Planning Department in the review and approval process for all land development projects.
- Plan check and review of construction plans, collection of fees, and construction inspection for all private development and improvements thereto.

City of Clayton
 Engineering Department 08
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7324	Dues and Subscriptions	585	1,800	2,510	2,700
7410	Professional Engineering Services	124,739	115,020	117,000	120,000
7411	Legal Services Retainer	6,326	5,000	2,000	2,550
7412	Engineering Inspections	239	500	500	500
Total Expenditures		131,889	122,320	122,010	125,750

**Community Park
Department 09**

Department Description

In 2009 the Clayton Community Park was separated into its own department in order to capture the actual costs of maintaining this well used multi-sport and recreational public park.

Services funded:

- Mowing of the turf.
- Ball field turf and sports field grooming.
- Water irrigation supply to ball fields and surrounding vegetation
- Safety inspections of play equipment and apparatus.
- Trash removal and general park clean-up.
- Landscape pruning.
- Janitorial services contract supervision.
- Repairs to and maintenance of the irrigation system.
- Pest extermination services contract supervision.
- Tree trimming services contract supervision.
- All other general maintenance of park fields and facilities.

City of Clayton
 Community Park Department 09
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	36,299	40,000	43,500	51,200
7112	Temporary Help	19,023	9,000	5,000	-
7113	Overtime	406	1,000	1,000	1,000
7218	LTD/STD Insurance	375	500	500	600
7220	PERS Retirement - Normal Cost	3,974	4,800	4,200	5,300
7221	PERS Retirement - Unfunded Liability	4,428	5,400	5,400	7,400
7231	Workers Comp Insurance	2,371	2,200	2,200	2,600
7232	Unemployment Insurance	714	550	700	370
7233	FICA Taxes	1,242	1,300	1,200	800
7246	Benefit Insurance	7,160	8,200	8,500	10,200
7311	General Supplies	5,831	14,000	14,000	10,000
7331	Rentals/Leases	-	500	500	500
7335	Gas & Electric Serv.	1,525	1,720	2,200	2,400
7338	Water Service	122,568	118,000	136,000	144,200
7341	Buildings/Grounds Maintenance	1,341	5,000	5,000	5,000
7343	Vehicle Maintenance	2,962	3,500	2,800	3,500
7344	Vehicle Gas, Oil, and Supplies	2,330	2,500	3,300	3,000
7417	Janitorial Services	13,355	13,500	13,500	13,500
7429	Animal/Pest Control Services	1,925	5,600	2,600	3,600
7435	Contract Seasonal Labor	-	30,000	12,000	18,000
7440	Tree Trimming Services	-	3,000	3,000	3,000
Total Expenditures		227,829	270,270	267,100	286,170

**Special Revenue
Funds
2019-20**

City of Clayton
 HUTA Gas Tax Fund 201
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	17,506	24,200	24,000	19,000
7112	Temporary Help	535	1,100	-	-
7113	Overtime	-	2,000	500	2,000
7218	LTD/STD Insurance	199	300	260	300
7220	PERS Retirement - Normal Cost	2,060	2,900	2,400	2,000
7221	PERS Retirement - Unfunded Liability	2,430	3,300	3,000	3,000
7231	Workers Comp Insurance	474	1,200	1,250	1,000
7232	Unemployment Insurance	159	210	200	200
7233	FICA Taxes	345	440	360	300
7246	Benefit Insurance	3,658	5,000	4,700	4,000
7311	General Supplies	3,559	12,000	10,300	-
7324	Dues & Subscriptions	3,000	3,000	3,000	3,000
7326	Pavement Repair Supplies	-	-	-	1,000
7327	Arterial Street Light Supplies	1,230	1,500	1,000	1,000
7335	Gas & Electric Serv.	45,183	54,000	48,000	53,000
7340	Traffic Safety Supplies	152	500	1,000	9,000
7343	Vehicle Maintenance	1,693	2,500	2,000	2,500
7344	Vehicle Gas, Oil, and Supplies	1,275	2,000	2,000	2,000
7349	Traffic Signal Maintenance	17,375	20,000	19,800	22,000
7350	Pavement and Sidewalk Repair/Maintenance	37,255	20,000	15,000	30,000
7381	Property Tax Admin Cost	293	500	400	400
7419	Other Prof. Services	3,000	1,550	1,500	21,300
7450	Street Light Maintenance	4,860	2,000	2,500	4,000
7486	CERF Charges/Depreciation	2,230	2,310	2,310	4,500
8101	Fund Admin - Transfer to GF	7,503	7,745	7,745	8,060
8111	Transfer to CIP Fund	41,899	443,650	249,603	356,535
Total Expenditures		197,873	613,905	402,828	550,095
4101	Property Taxes - Secured	32,955	33,830	35,700	36,400
4102	Property Taxes - Unsecured	1,192	1,180	1,000	1,200
4103	Property Taxes - Unitary Tax	502	500	500	500
4104	Property Taxes - Supplemental	904	900	600	900
4106	Property Taxes - Other	296	290	290	300
5209	State Gasoline 2105	61,235	66,026	63,900	63,500
5210	State Gasoline 2106	44,837	46,302	45,800	45,600
5211	State Gasoline 2107	79,693	81,964	84,000	83,500
5212	State Gasoline 2107.5	3,000	3,000	3,000	3,000
5216	State of CA Sec 2103 (Prop 42)	43,943	43,184	40,500	97,400
5219	State Gasoline Loan Repayments	12,828	12,828	12,890	12,890
5601	Interest	4,446	3,000	4,000	3,000
5606	Unrealized Inv. Gain/Loss	(4,094)	-	-	-
Total Revenue		281,737	293,004	292,180	348,190
Increase (Decrease) in Fund Balance		83,864	(320,901)	(110,648)	(201,905)
Beginning Fund Balance (Deficit)		228,689	320,901	312,553	201,905
Ending Fund Balance		312,553	-	201,905	-

City of Clayton
 RMRA Gas Tax Fund 202
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
8111	Transfer to CIP Fund	-	254,238	64,355	359,147
Total Expenditures		-	254,238	64,355	359,147
5218	State Gasoline 2030 (RMRA)	52,015	187,383	181,200	189,200
5601	Interest	142	2,000	500	1,000
5606	Unrealized Inv. Gain/Loss	(555)	-	-	-
Total Revenue		51,602	189,383	181,700	190,200
Increase (Decrease) in Fund Balance		51,602	(64,855)	117,345	(168,947)
Beginning Fund Balance		-	64,855	51,602	168,947
Ending Fund Balance		51,602	-	168,947	-

City of Clayton
Landscape Maintenance District Fund 210 (CFD 2007-1)
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	182,771	211,000	206,000	220,000
7112	Temporary Help	126,722	46,000	5,000	-
7113	Overtime	575	1,000	3,000	2,000
7218	LTD/STD Insurance	2,034	2,400	2,400	2,500
7220	PERS Retirement - Normal Cost	21,034	25,200	21,000	23,000
7221	PERS Retirement - Unfunded Liability	24,124	28,290	27,000	32,000
7231	Workers Comp Insurance	12,175	11,600	14,300	12,000
7232	Unemployment Insurance	3,969	2,900	3,500	2,000
7233	FICA Taxes	4,596	6,600	3,400	3,200
7246	Benefit Insurance	38,425	43,400	43,000	44,000
7301	Recruitment/Pre-employment	393	1,000	500	500
7306	Trail Fixture Repairs/Replacement	-	-	-	5,000
7307	Irrigation Supplies and Materials	-	-	-	15,000
7308	Weed Abatement Supplies and Materials	-	-	-	10,000
7309	Plant Nutrition Supplies and Materials	-	-	-	15,000
7311	General Supplies	27,807	50,000	42,000	5,000
7316	Replacement Plants (Shrubs, Trees, etc.)	2,517	40,000	20,000	20,000
7335	Gas & Electric Service	26,981	29,600	32,200	34,400
7338	Water Service	161,261	157,000	190,800	202,300
7341	Buildings/Grounds Maintenance	8,921	20,000	12,800	17,000
7342	Machinery/Equipment Maint.	6,761	12,000	12,000	12,000
7343	Vehicle Maintenance	17,310	20,000	11,000	20,000
7344	Vehicle Gas, Oil, and Supplies	12,641	13,000	15,200	17,000
7381	Property Tax Admin Cost	3,735	4,000	3,900	4,000
7411	Professional Services Retainer (Legal)	-	2,000	-	-
7419	Other Prof. Services	5,670	7,000	6,750	7,000
7429	Animal/Pest Control Services	1,075	5,000	2,000	5,000
7435	Contract Seasonal Labor	-	100,000	141,000	160,000
7440	Tree Trimming Services	50,205	60,000	60,000	60,000
7445	Weed Abatement Services	119,088	128,100	128,100	134,600
7486	CERF Charges/Depreciation	14,500	20,070	20,070	30,000
7520	Project/Program costs	69,328	487,157	482,339	363,157
7615	Property Taxes	2,791	2,900	2,874	3,000
8101	Fund Admin - Transfer to GF	36,095	37,258	37,258	38,760
8113	Transfer to Stormwater Fund	1,008	1,050	1,050	1,090
Total Expenditures		984,512	1,575,525	1,550,441	1,520,507
4604	Clayton LMD Special Parcel Tax	1,089,074	1,121,746	1,121,746	1,155,398
5601	Interest	18,836	15,000	20,000	20,000
5606	Unrealized Inv Gain/Loss	(16,247)	-	-	-
Total Revenue		1,091,663	1,136,746	1,141,746	1,175,398
Increase (Decrease) in Fund Balance		107,151	(438,779)	(408,695)	(345,109)
Beginning Fund Balance		1,096,083	1,231,798	1,203,234	794,539
Ending Fund Balance		1,203,234	793,019	794,539	449,430

City of Clayton
The Grove Park Fund 211 (CFD 2006-1)
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	10,211	19,000	13,000	15,000
7112	Temporary Help	12,099	11,200	4,000	-
7113	Overtime	283	500	500	500
7218	LTD/STD Insurance	112	220	130	200
7220	PERS Retirement - Normal Cost	1,171	2,300	1,400	1,500
7221	PERS Retirement - Unfunded Liability	1,354	2,600	1,500	2,200
7231	Workers Comp Insurance	1,233	1,400	1,450	1,000
7232	Unemployment Insurance	397	470	400	400
7233	FICA Taxes	565	1,200	490	200
7246	Benefit Insurance	2,106	3,900	2,300	2,900
7311	General Supplies	1,235	6,000	4,000	5,000
7331	Rentals/Leases	-	500	-	-
7335	Gas & Electric Serv.	1,588	1,800	1,730	1,910
7338	Water Service	24,464	30,000	27,000	29,000
7341	Buildings/Grounds Maintenance	4,044	6,000	7,000	6,000
7342	Machinery/Equipment Maint.	496	1,000	800	1,000
7343	Vehicle Maintenance	931	1,500	1,200	1,500
7344	Vehicle Gas, Oil, and Supplies	708	1,000	1,100	1,000
7381	Property Tax Admin Cost	3,738	3,800	3,800	4,000
7413	Special Legal Services	-	1,000	-	-
7417	Janitorial Services	12,493	14,000	12,500	13,000
7419	Other Prof. Services	4,582	4,730	4,730	4,920
7429	Animal/Pest Control Services	565	650	650	680
7435	Contract Seasonal Labor	-	5,000	11,000	15,000
7440	Tree Trimming Services	3,720	2,500	2,500	5,000
7485	Capital Outlay - Equipment & Machinery	-	-	-	-
7486	CERF Charges/Depreciation	2,100	1,800	1,800	2,700
7615	Property Taxes	497	520	520	550
8101	Fund Admin - Transfer to GF	7,337	7,574	7,574	7,880
Total Expenditures		98,029	132,164	113,074	123,040
4613	Downtown Park Special Parcel Tax - O&M	107,280	111,190	111,180	115,210
4613	Downtown Park Special Parcel Tax - Capital	18,000	18,000	18,000	18,000
4613	Downtown Park Special Parcel Tax - Restricted	5,000	5,000	5,000	5,000
5601	Interest	4,524	3,800	6,000	6,000
5602	Park Use Fee	3,246	2,500	1,200	1,200
5606	Unrealized Inv Gain/Loss	(4,121)	-	-	-
5701	Reimbursement/Refunds	-	-	-	-
5702	Donations & Contributions	1,000	-	1,000	-
Total Revenue		134,929	140,490	142,380	145,410
Increase (Decrease) in Fund Balance		36,900	8,326	29,306	22,370
Beginning Fund Balance		276,948	308,450	313,848	343,154
Ending Fund Balance		313,848	316,776	343,154	365,524

Ending Fund Balance Includes:

Unrestricted Reserve	158,646	145,011	164,952	164,322
Asset Replacement Reserve	100,202	111,765	118,202	136,202
Unallocated Stabilization Reserve	55,000	60,000	60,000	65,000
Total Fund Balance	313,848	316,776	343,154	365,524

City of Clayton
 Geological Hazard and Abatement District (GHAD) Fund 212
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7314	Postage	-	750	750	800
7350	Pavement Repairs/Maintenance	-	-	-	-
7351	Insurance Premiums	7,000	7,000	7,000	7,000
7381	Property Tax Admin Cost	384	1,200	1,200	1,260
7384	Legal Notices	-	100	100	100
7389	Misc. Expenses	-	300	100	300
7411	Legal Services Retainer	-	-	1,500	-
7412	Engineering Services	8,176	8,000	8,000	8,300
7413	Special Legal Services	-	1,000	-	1,500
7520	Project Costs	6,800	50,642	45,000	20,427
8101	Fund Admin - Transfer to GF	7,244	7,478	7,478	7,780
Total Expenditures		29,604	76,470	71,128	47,467
4606	GHAD Assessment	39,784	41,065	41,065	42,712
5601	Interest	378	200	580	200
5606	Unrealized Inv. Gain/Loss	(485)	-	-	-
Total Revenue		39,677	41,265	41,645	42,912
Increase (Decrease) in Fund Balance		10,073	(35,205)	(29,483)	(4,555)
Beginning Fund Balance		23,965	35,205	34,038	4,555
Ending Fund Balance		34,038	-	4,555	-

City of Clayton
 Presley GHAD Settlement Fund 213
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7520	Project Costs	19,870	-	-	-
	Total Expenditures	19,870	-	-	-
5601	Interest Income	1,865	1,500	2,000	1,500
5606	Unrealized Investment Gain/Loss GASB31	(1,309)	-	-	-
	Total Revenue	556	1,500	2,000	1,500
	Increase in Fund Balance	(19,314)	1,500	2,000	1,500
	Beginning Fund Balance	123,593	105,523	104,279	106,279
	Ending Fund Balance	104,279	107,023	106,279	107,779

City of Clayton
 Neighborhood Street Light Assessment District Fund 214
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7113	Overtime	-	-	300	500
7311	General Supplies	-	500	-	500
7335	Gas & Electric Serv.	104,191	118,000	115,100	126,700
7381	Property Tax Admin Cost	1,361	3,600	3,600	3,800
7389	Misc. Expenses	-	330	100	330
7412	Engineering/Inspection Service	-	1,000	1,000	1,000
7419	Other Prof. Services	200	250	250	220
7450	Street Light Maintenance	16,284	16,000	14,000	16,000
8101	Fund Admin - Transfer to GF	11,540	11,912	11,912	12,390
Total Expenditures		133,576	151,592	146,262	161,440
4607	Neighborhood Street Light Assessment	125,991	125,991	125,991	125,991
5601	Interest	1,615	1,000	1,800	1,800
5606	Unrealized Inv. Gain/Loss	(1,355)	-	-	-
Total Revenue		126,251	126,991	127,791	127,791
Increase (Decrease) in Fund Balance		(7,325)	(24,601)	(18,471)	(33,649)
Beginning Fund Balance		108,849	85,998	101,524	83,052
Ending Fund Balance		101,524	61,397	83,052	49,402

City of Clayton
Stormwater Fund 216
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Projected Budget
7111	Salaries/Regular	18,331	24,700	23,800	22,000
7112	Temporary Help	16,864	5,800	500	-
7218	LTD/STD Insurance	216	290	210	250
7220	PERS Retirement - Normal Cost	2,234	3,000	2,000	2,300
7221	PERS Retirement - Unfunded Liability	2,419	3,400	2,400	3,200
7231	Workers Comp Insurance	1,527	1,400	1,440	1,100
7232	Unemployment Insurance	524	350	500	500
7233	FICA Taxes	545	810	400	400
7246	Benefit Insurance	3,954	5,100	3,700	4,400
7311	General Supplies	2,930	4,000	2,500	4,000
7341	Building/Grounds Maintenance	7,911	15,500	5,100	15,200
7343	Vehicle Maintenance	1,842	2,500	1,500	2,000
7344	Vehicle Gas, Oil, and Supplies	1,404	2,000	1,600	2,000
7373	Education and Training	-	500	500	500
7389	Misc. Expenses	457	-	-	-
7409	Street Sweeping Services	54,000	54,000	54,000	55,900
7411	Professional Services Retainer (Legal)	-	-	-	-
7412	Engineering Services	-	2,000	1,000	2,000
7419	Other Prof. Services	1,500	1,750	1,500	1,720
7435	Contract Seasonal Labor	-	14,000	5,000	15,000
7481	State Regional Annual Discharge Fee	8,539	10,000	8,980	10,000
7486	CERF Charges/Depreciation	3,200	2,360	2,360	4,700
7520	Project/Program Costs - Outreach	166	1,000	500	500
8101	Fund Admin - Transfer to GF	37,247	38,447	38,447	39,990
Total Expenditures		165,810	192,907	157,937	187,660
Stormwater Assessment ERU Gross		126,279	126,299	126,299	126,306
NPDES Group Program costs		(29,429)	(30,299)	(30,299)	(34,801)
Commercial Insp by Central San		(4,546)	(8,000)	(8,000)	(8,000)
Flood Control Dist Fiscal Mgmt Cost		(705)	(3,000)	(3,000)	(3,000)
County Auditor/Controller Costs		(3,721)	(3,800)	(3,800)	(3,800)
Mandatory Min. Reserve Withdrawl/(Deposit)		2,997	-	(3,000)	(3,000)
Adjustment (Third Installment Timing)		10,626	5,427	-	-
4602	Net Assessment Revenue	101,501	86,627	78,200	73,705
4603	Stormwater O & M Annual Fee	4,137	4,360	5,960	5,020
5324	Street Sweeping Fees	57,593	54,000	54,800	55,900
5601	Interest	673	1,000	1,000	1,000
5606	Unrealized Inv. Gain/Loss	(423)	-	-	-
6007	Transfer from Landscape Maintenance Fund	1,008	1,040	1,040	1,080
Total Revenue		164,489	147,027	141,000	136,705
(Decrease) in Fund Balance		(1,321)	(45,880)	(16,937)	(50,955)
Beginning Fund Balance		91,231	56,700	89,910	72,973
Ending Fund Balance		89,910	10,820	72,973	22,018

City of Clayton
Measure J Fund 220
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7324	Dues and Subscriptions	1,092	2,000	2,000	2,000
7385	Transpac Fees	25,628	30,000	25,084	30,000
8101	Fund Admin - Transfer to GF	4,494	4,639	4,639	4,830
8111	Transfer to CIP Fund	65,535	900,655	900,655	348,942
Total Expenditures		96,749	937,294	932,378	385,772
5223	Measure J Tax (Local Streets)	298,835	285,000	295,000	295,000
5225	Measure J Program 28a (Co-op)	29,994	32,676	32,023	33,938
5601	Interest Income	5,049	1,000	3,300	2,000
5606	Unrealized Inv. Gain/Loss	(4,704)	-	-	-
Total Revenue		329,174	318,676	330,323	330,938
Increase (Decrease) in Fund Balance		232,425	(618,618)	(602,055)	(54,834)
Beginning Fund Balance (Deficit)		424,464	618,618	656,889	54,834
Ending Fund Balance		656,889	-	54,834	-

Fund Balance Restricted for:

Local Streets Maintenance Program	602,688	-	54,242	-
Co-operative 28(a) Program	54,201	-	592	-
Total Fund Balance	656,889	-	54,834	-

City of Clayton
 Restricted Grants Fund 230
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	67,215	66,300	55,000	72,400
7113	Overtime	14,318	18,000	48,300	30,000
7218	LTD/STD Insurance	742	800	750	830
7220	PERS Retirement - Normal Cost	7,621	8,100	6,700	9,500
7231	Workers Comp Insurance	2,940	3,000	3,100	3,700
7232	Unemployment Insurance	349	440	440	440
7233	FICA Taxes	1,125	1,000	930	1,100
7242	Uniform Allowance	900	900	1,160	900
7246	Benefit Insurance	1,723	2,000	600	2,000
7311	General Supplies	1,158	5,000	16,608	5,000
7313	Small Tools & Equipment	1,338	-	-	-
7332	Telecommunications	5,719	7,000	9,900	12,000
7342	Machinery/Equipment Maintenance	-	-	-	-
7371	Travel	152	-	-	-
7373	Education & Training	-	-	-	-
7411	Professional Services Retainer	-	-	-	-
7415	Computer/IT Support	-	-	15,000	-
7419	Other Professional Services	-	-	12,350	17,000
7420	Administrative Costs	136	-	-	-
7484	Capital Outlay - Structures & Improvements	-	-	8,873	-
7485	Capital Outlay - Equipment and Machinery	14,243	107,152	48,632	15,800
7520	Project/Program costs	-	10,570	-	15,821
Total Expenditures		119,679	230,262	228,343	186,491
5222	Avoid the 25 Grant	-	2,000	2,000	2,000
5240	Recycling Grant	5,000	-	-	-
5250	PEG Fees	17,090	15,500	12,910	15,200
5260	SLESF - PD	139,416	100,000	148,000	130,000
5261	DOJ Body Armor Grant	-	-	-	-
5265	State Alcohol Beverage Control Grant	-	-	-	-
5270	Insurance Risk	-	-	-	-
5275	SSMP Reimbursement (Concord)	-	-	11,900	-
5285	FEMA Grant	3,353	-	-	-
5601	Interest Income	5,932	4,000	7,000	5,000
5606	Unrealized Inv. Gain/Loss	(4,957)	-	-	-
Total Revenue		165,834	121,500	181,810	152,200
Increase (Decrease) in Fund Balance		46,155	(108,762)	(46,533)	(34,291)
Beginning Fund Balance		352,824	388,125	398,979	352,446
Ending Fund Balance		398,979	279,363	352,446	318,155

City of Clayton
 Development Impact Fund 304
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7113	Overtime	22,299	-	-	-
7311	General Supplies	-	-	-	-
7313	Small Tools & Equipment	-	-	-	-
7485	Capital Outlay - Equipment & Machinery	-	48,000	-	48,330
7520	Projects	14,418	16,995	-	-
7612	Interest Expense	-	-	-	-
8111	Transfer to CIP Fund	161,000	-	-	-
Total Expenditures		197,717	64,995	-	48,330
5307	Childcare Facility Fees	1,640	-	-	-
5312	Open Space In-Lieu Fee	28,508	-	-	-
5313	Parkland Dedication Fee	20,552	-	-	-
5314	Offsite Arterial Improvement Fees	11,648	-	-	-
5315	Tree Mitigation Fee	59,828	-	-	-
5317	Fire Protection Fee	600	-	1,800	-
5323	Community Facilities Fees	3,600	-	-	-
5325	Police Impact Fee	-	-	-	-
5326	Habitat Conservation Fee	14,418	-	-	-
5601	Interest Income	9,054	8,000	10,000	10,000
5606	Unrealized Investment Gain/Loss GASB31	(6,648)	-	-	-
Total Revenue		143,200	8,000	11,800	10,000
Increase (Decrease) in Fund Balance		(54,517)	(56,995)	11,800	(38,330)
Beginning Fund Balance		579,148	531,225	524,631	536,431
Ending Fund Balance		524,631	474,230	536,431	498,101

City of Clayton
 Successor Housing Agency Fund 616
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7411	Professional Services Retainer (Legal)	-	500	-	-
7413	Special Legal Services	2,389	10,000	5,000	10,000
7419	Other Professional Services	1,089	47,855	20,000	27,855
7420	Administrative Costs	120	-	-	2,000
Total Expenditures		3,598	58,355	25,000	39,855
4110	Program Revenues (Loan Repayments)	91,400	96,400	96,400	101,400
5601	Interest	15,101	10,000	20,000	20,000
5606	Unrealized Inv. Gain/Loss	235,431	-	-	-
Total Revenue		341,932	106,400	116,400	121,400
Increase (Decrease) in Fund Balance		338,334	48,045	91,400	81,545
Beginning Fund Balance		4,427,228	4,526,128	4,765,562	4,856,962
Ending Fund Balance		4,765,562	4,574,173	4,856,962	4,938,507

Ending Fund Balance Includes:

Non-spendable Reserve	3,796,045	3,400,062	3,796,045	3,796,045
Reserve Available for Appropriation	969,517	1,174,111	1,060,917	1,142,462
Total Fund Balance	4,765,562	4,574,173	4,856,962	4,938,507

Proprietary Funds

2019-20

City of Clayton
 Self Insurance Fund 501
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7220	PERS Retirement	2,717	-	-	-
7351	Insurance Premiums (EAP Plan)	3,329	1,248	1,190	1,300
7352	Insurance Claim Deductibles	4,692	6,000	2,500	5,000
7413	Special Legal Services	-	-	2,500	-
Total Expenses		10,738	7,248	6,190	6,300
5601	Interest	698	600	700	600
5606	Unrealized Inv. Gain/Loss	(480)	-	-	-
5790	Other Revenues	-	-	-	-
6001	Transfers From General Fund	-	-	-	-
Total Revenue		218	600	700	600
Increase (Decrease) in Net Position		(10,520)	(6,648)	(5,490)	(5,700)
Beginning Net Position		48,638	42,321	38,118	32,628
Ending Net Position		38,118	35,673	32,628	26,928

City of Clayton
 CERF Fund 502
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7390	Depreciation Expense	67,921	100,000	70,000	70,000
7485	Capital Outlay - Equipment and Machinery	-	-	500	-
7489	Loss on sale of assets	2,073	-	-	-
Total Expenses		69,994	100,000	70,500	70,000
5328	CERF Charges to Depts	77,674	88,540	88,820	112,100
5601	Interest	2,534	2,200	2,500	2,500
5606	Unrealized Inv. Gain/Loss	(1,993)	-	-	-
5702	Donations/Contributions	-	-	27,585	-
5801	Sale of Assets	1,180	1,000	3,650	1,000
6099	Capital Contributions	115,379	-	-	-
Total Revenue		194,774	91,740	122,555	115,600
Increase (Decrease) in Net Position		124,780	(8,260)	52,055	45,600
Beginning Net Position		471,265	457,227	596,045	648,100
Ending Net Position		596,045	448,967	648,100	693,700

Fixed Asset Purchases:

1504	Machinery, Vehicles & Equipment	69,835	100,000	100,703	130,000
Total Other Outflows		69,835	100,000	100,703	130,000

Net Position Composed of:

Net Investment in Capital Assets	439,262	275,285	497,550	557,550
Unrestricted Net Position	156,783	173,682	150,550	136,150
Total Net Position	596,045	448,967	648,100	693,700

City of Clayton
Pension Rate Stabilization Fund 503
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7220	PERS Retirement - Normal Cost	-	-	-	-
7221	PERS Retirement - Unfunded Liability	-	-	-	-
Total Expenses		-	-	-	-
5601	Interest	2,091	3,500	3,500	4,000
5606	Unrealized Inv. Gain/Loss	(2,231)	-	-	-
6001	Transfers From General Fund	168,000	-	100,000	-
Total Revenue		167,860	3,500	103,500	4,000
Increase (Decrease) in Net Position		167,860	3,500	103,500	4,000
Beginning Net Position		-	170,192	167,860	271,360
Ending Net Position		167,860	173,692	271,360	275,360

City of Clayton
 Endeavor Hall Fund 702
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7111	Salaries/Regular	8,698	8,900	5,000	8,000
7113	Overtime	-	200	-	200
7116	Part-time salaries	1,242	2,000	1,800	2,000
7218	LTD/STD Insurance	92	110	100	100
7220	PERS Retirement - Normal Cost	974	1,060	600	800
7221	PERS Retirement - Unfunded Liability	1,053	1,200	700	1,100
7231	Workers Comp Insurance	408	410	421	400
7232	Unemployment Insurance	191	100	100	100
7233	FICA Taxes	153	130	100	110
7246	Benefit Insurance	1,753	1,830	1,100	1,500
7311	General Supplies	82	800	500	500
7332	Telecommunications	926	950	960	1,000
7335	Gas & Electric Serv.	2,856	3,410	3,170	3,500
7338	Water Service	1,357	1,590	1,570	1,700
7341	Buildings & Grounds Mtn	14,569	6,000	5,000	6,000
7343	Vehicle Maintenance	725	800	400	800
7344	Vehicle Gas, Oil, and Supplies	574	500	500	500
7346	HVAC Mtn & Repairs	1,038	1,500	1,500	1,500
7361	Advertising	223	500	-	500
7417	Janitorial Services	1,529	1,700	1,600	1,700
7429	Animal/Pest Control Services	1,200	1,300	1,200	1,260
Total Expenses Before Depreciation		39,644	34,990	26,321	33,270
5607	Rental Income	27,890	30,000	28,000	30,000
5611	Reserve for Endeavor Hall	-	-	-	-
Total Revenue		27,890	30,000	28,000	30,000
Increase (Decrease) in Net Position Before Depreciation		(11,754)	(4,990)	1,679	(3,270)
7390	Depreciation Expense	37,257	37,500	37,500	37,500
(Decrease) in Net Position After Depreciation		(49,011)	(42,490)	(35,821)	(40,770)
Beginning Net Position		1,120,552	1,075,490	1,071,541	1,035,720
Ending Net Position		1,071,541	1,033,000	1,035,720	994,950

Fixed Asset Purchases:

1504	Improvements other than Building	-	-	-	-
Total Other Outflows		-	-	-	-

Net Position Composed of:

Net investment in capital assets	1,147,485	1,103,608	1,106,093	1,068,593
Unrestricted net position resulting from:				
Due to the General Fund	(67,052)	(68,108)	(65,373)	(68,643)
Refundable Deposits Payable	(5,500)	(2,500)	(5,000)	(5,000)
General accounts payable	(3,392)	-	-	-
Total Net Position	1,071,541	1,033,000	1,035,720	994,950

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Fiduciary Funds

2019-20

City of Clayton
 High Street Bridge Benefit Assessment District - Fund 217
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7611	Principal (RDA Successor Agency)	725	769	769	769
7612	Interest Payment	729	685	685	685
Total Expenditures		1,454	1,454	1,454	1,454
4611	High Street Bridge Assessment	1,754	1,754	1,754	1,754
4650	Special Assessment Payoff	-	-	-	-
5601	Interest	102	80	120	120
5606	Unrealized Investment Gain/Loss	(95)	-	-	-
Total Revenue		1,761	1,834	1,874	1,874
Increase (Decrease) in Fund Balance		307	380	420	420
Beginning Fund Balance		5,623	6,057	5,930	6,350
Ending Fund Balance		5,930	6,437	6,350	6,770

Fund Balance Includes:

Reserve for Bridge Maintenance	5,400	5,700	5,700	6,000
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For financial reporting purposes, the High Street Bridge Assessment District Fund (No. 217) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
Oak Street Bridge Benefit Assessment District - Fund 218
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7381	Property Tax Admin Cost	258	258	258	-
7420	Other Outside Services	301	301	301	-
7520	Projects	4,396	-	-	-
7611	Principal (General Fund)	3,488	3,699	3,699	-
7612	Interest Payment	503	259	259	-
Total Expenditures		8,946	4,517	4,517	-
4611	Oak Street Bridge Assessment	6,150	6,150	6,150	1,600
5601	Interest Income	212	180	250	250
5606	Unrealized Investment Gain/Loss	(201)	-	-	-
5790	Other Revenue	-	-	-	-
Total Revenue		6,161	6,330	6,400	1,850
Increase (Decrease) in Fund Balance		(2,785)	1,813	1,883	1,850
Beginning Fund Balance		14,623	16,907	11,838	13,721
Ending Fund Balance		11,838	18,720	13,721	15,571

Fund Balance Includes:

Reserve for Bridge Maintenance	11,604	17,600	13,204	14,804
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For financial reporting purposes, the Oak Street Bridge Assessment District Fund (No. 218) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton

Lydia Lane Sewer Benefit Assessment District - Fund 222

Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7381	Property Tax Admin Cost	264	264	264	264
7419	Other Professional Services	-	-	570	1,000
7420	Other Outside Services	1,636	1,636	1,636	2,400
7611	Principal	5,000	5,000	5,000	5,000
7612	Interest Payment	9,649	9,350	9,350	9,050
7613	Paying Agent Fees	500	500	500	500
Total Expenditures		17,049	16,750	17,320	18,214
4612	Lydia Lane Sewer Assessment	16,900	16,750	16,900	16,600
5601	Interest	1,083	800	1,400	1,400
5606	Unrealized Investment Gain/Loss	(830)	-	-	-
Total Revenue		17,153	17,550	18,300	18,000
Increase (Decrease) in Fund Balance		104	800	980	(214)
Beginning Fund Balance		78,246	78,724	78,350	79,330
Ending Fund Balance		78,350	79,524	79,330	79,116
Fund Balance Includes:					
Bond Reserve Fund		12,901	12,813	12,500	12,500

For financial reporting purposes, the Lydia Lane Sewer Assessment District Fund (No. 222) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
Oak Street Sewer Benefit Assessment District - Fund 223
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7381	Property Tax Admin Cost	259	280	259	259
7420	Other Outside Services	1,241	1,220	1,241	1,241
7611	Principal	7,273	8,182	8,182	8,182
7612	Interest Payment	2,536	2,318	2,318	2,073
Total Expenditures		11,309	12,000	12,000	11,755
4612	Oak Street Sewer Assessment	11,309	12,000	11,309	11,755
4650	Special Assessment Payoff	-	-	-	-
5601	Interest	110	80	70	80
5606	Unrealized Investment Gain/Loss	(165)	-	-	-
Total Revenue		11,254	12,080	11,379	11,835
Increase (Decrease) in Fund Balance		(55)	80	(620)	80
Beginning Fund Balance		2,770	2,807	2,715	2,095
Ending Fund Balance		2,715	2,887	2,095	2,175

For financial reporting purposes, the Oak Street Sewer Assessment District Fund (No. 223) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton

Diablo Estates Benefit Assessment District - Fund 231

Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7335	Gas & Electric Serv.	138	300	200	300
7338	Water Service	4,661	9,600	5,000	5,300
7381	Property Tax Admin Cost	249	280	280	280
7384	Legal Notices	-	100	100	100
7411	Legal Services Retainer	-	-	-	-
7413	Special Legal Services	-	-	-	-
7419	Other Prof. Services	57,385	59,390	58,390	59,390
7420	Administrative Costs	2,121	2,189	2,189	2,277
Total Expenditures		64,554	71,859	66,159	67,647
4611	Fiduciary Fund Assessment	82,911	85,580	85,583	89,015
5601	Interest Income	1,666	1,200	2,200	2,000
5606	Unrealized Investment Gain/Loss	(1,528)	-	-	-
Total Revenue		83,049	86,780	87,783	91,015
Increase (Decrease) in Fund Balance		18,495	14,921	21,624	23,368
Beginning Fund Balance		98,180	112,419	116,675	138,299
Ending Fund Balance		116,675	127,340	138,299	161,667

For financial reporting purposes, the Diablo Estates Benefits Assessment District Fund (No. 231) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
 Clayton Financing Authority - Fund 405
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7482	Capital Contributions	170,126	-	-	-
	Total Expenditures	170,126	-	-	-
5601	Interest Income	8,870	10,000	11,500	10,000
5606	Unrealized Investment Gain/Loss	(6,853)	-	-	-
	Total Revenue	2,017	10,000	11,500	10,000
	Increase (Decrease) in Fund Balance	(168,109)	10,000	11,500	10,000
	Beginning Fund Balance	716,949	555,293	548,840	560,340
	Ending Fund Balance	548,840	565,293	560,340	570,340

For financial reporting purposes, the Clayton Financing Authority Fund (No. 405) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
Middle School Community Facilities District 1990-1 - Fund 420
Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7381	Property Tax Admin Cost	1,404	1,404	1,404	1,404
7419	Other Prof. Services	18,549	18,760	19,103	19,450
7420	Other Outside Services	16,452	16,950	16,950	17,630
7611	Principal	342,000	362,000	362,000	383,000
7612	Interest Expense	60,952	40,061	40,061	17,838
7613	Paying Agent Fees	715	2,000	787	1,000
7615	Property Taxes	603	650	603	650
Total Expenditures		440,675	441,825	440,908	440,972
4609	Middle School CFD 1990-1 Parcel Tax	397,796	393,796	393,794	389,794
5601	Interest Income	3,087	2,000	2,000	2,000
5606	Unrealized Investment Gain/Loss	(4,152)	-	-	-
Total Revenue		396,731	395,796	395,794	391,794
Increase (Decrease) in Fund Balance		(43,944)	(46,029)	(45,114)	(49,178)
Beginning Fund Balance		364,558	325,065	320,614	275,500
Ending Fund Balance		320,614	279,036	275,500	226,321

For financial reporting purposes, the Middle School CFD 1990-1 Fund (No. 420) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
 Clayton Financing Authority 2007 Middle School Refunding Bonds - Fund 422
 Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7419	Other Prof. Services	6,371	6,550	6,855	7,050
2804	Principal Payment (CFA 2007)	340,000	370,000	350,000	360,000
7612	Interest Expense	78,795	63,595	64,854	50,525
7613	Paying Agent Fees	2,310	2,310	2,541	2,500
Total Expenditures		427,476	442,455	424,250	420,075
5601	Interest Income	2,368	1,750	3,400	2,500
5606	Unrealized Investment Gain/Loss	(1,425)	-	-	-
5701	Reimbursements/Refunds (CFD 1990-1)	8,681	8,860	9,396	9,550
5815	Interest on Loans/Bonds	53,538	32,211	31,761	9,537
1251	Principal Payment (CFD 1990-1)	342,000	362,000	362,000	383,000
Total Revenue		405,162	404,821	406,557	404,587
Increase (Decrease) in Fund Balance		(22,314)	(37,634)	(17,693)	(15,488)
Beginning Fund Balance		550,118	500,445	527,804	510,111
Ending Fund Balance		527,804	462,811	510,111	494,623

Restricted Portion of Fund Balance Includes:

CFD 1990-1 Special Tax Fund (Trustee)	133,650	113,300	118,000	103,000
2007 CFA TAB Reserve Fund (Trustee)	251,547	251,990	252,000	252,000
Total	385,197	365,290	370,000	355,000

For financial reporting purposes, the Clayton Financing Authority 2007 Middle School Refunding Bonds Fund (No. 422) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton

RDA Successor Agency Private Purpose Trust - Fund 615

Proposed Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Proposed Budget
7419	Other Professional Services	-	1,200	-	-
7420	Administrative Costs	250,000	234,720	234,720	250,000
7612	Interest Expense	63,783	54,590	58,420	49,048
7613	Paying Agent Fee	1,980	1,980	2,178	2,200
2105	Successor Housing Agency SERAF Loan	148,103	-	145,103	151,103
2802	2014 Refunding Bonds Payable	395,000	400,000	400,000	415,000
Total Expenditures		858,866	692,490	840,421	867,351
4108	Redevelopment Property Tax Trust Fund Rev.	786,053	719,897	817,987	864,579
5601	Interest	2,124	2,500	3,500	2,000
5606	Unrealized Investment Gain/Loss	(3,569)	-	-	-
5790	Other Revenues	11,263	11,954	11,954	11,709
Total Revenue		795,871	734,351	833,441	878,288
Increase (Decrease) in Fund Balance		(62,995)	41,861	(6,980)	10,937
Beginning Fund Balance		770,363	858,782	707,368	700,388
Ending Fund Balance		707,368	900,643	700,388	711,325

Restricted Portion of Fund Balance Includes:

Restricted Bond Proceeds	41,923	-	-	-
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For financial reporting purposes, the RDA Successor Agency Fund (No. 615) is a Private Purpose Trust Fiduciary Fund, and is reported on a full accrual proprietary fund basis. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well debt service and loan transactions, which would otherwise be excluded from expenditures/revenues following proprietary fund GAAP accounting.

**CAPITAL IMPROVEMENT
PROGRAM BUDGET
2019-20**

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2019/20 – 2023/24



Capital Improvement Program

Presented to the City Council on
May 21, 2019

City Council

Tuija Catalano, Mayor

Julie K. Pierce, Vice Mayor

Jim Diaz

Jeff Wan

Carl "CW" Wolf

Staff

Gary A. Napper, City Manager

Scott Alman, City Engineer

T. Kevin Mizuno, Finance Manager

Janet Calderon, City Clerk, HR Manager

David Woltering, Community Development Director (Interim)

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2018/19 TO 2022/23

*Completed - no project sheet included
**Deleted

Master Index of Projects by Number

Project Number	Project Category	Project	Project Number	Project Category	Project
10330	Streets	Overlays*	10391	Streets	Pavement Rehab 2006*
10331	Streets	Slurry Seals (Deleted)*	10392	Sewers	Oak - High Street*
10332	Streets	High Street Bridge*	10393	Parks	Skateboard Park
10333	Streets	Marsh Creek Road - TEA-21*	10394	Streets	Handicap Ramps - RDA Area*
10334	Parks	Community Dog Park*	10394A	Streets	ADA Compliance Program
10335	Parks	El Molino Park*	10395	Streets	Catch Basin Modifications
10336	Parks	Lydia Lane Park Ph. H*	10396	Streets	East Marsh Creek Road Signal
10337	Facilities	Keller House Preservation*	10397	Streets	Utility Undergrounding
10337A	Facilities	Keller House Rehabilitation	10398	Streets	Clayton Rd. MCR Slurry Seal*
10338	Facilities	Endeavor Hall	10399	Sewers	Pine Hollow Area*
10339	Facilities	Youth Center/Gym*	10400	Other	Downtown Economic Development
10340	Landscape	Marsh Creek Road LS*	10400A	Other	Town Center Property Purchase*
10341	Streets	Center Street Crossing*	10401	Streets	Pedestrian Xing Signals**
10342	GHAD	Windmill Debris Basin*	10402	Streets	Clayton Road Trail Connection*
10343	GHAD	Crow Debris Basin	10403	Streets	Downtown Entry Signs*
10344	GHAD	Obsidian Landslide*	10404	Streets	Marsh Creek Rd. Retaining Wall*
10345	GHAD	Clayton Rd. Landslides*	10405	Streets	2007 Pavement Patching Project**
10346	GHAD	Black Diamond Landslide**	10406	Streets	2008 Pavement Rehab Project*
10347	GHAD	V-ditch Repairs*	10407	Parks	Community Park Upgrades*
10347A	GHAD	Eagle Peak Slope Repair	10408	Streets	2009 Pavement Rehab Project**
10348	GHAD	Keller Ridge Slope Repair	10409	Streets	2010 Pavement Rehab Project*
10349	GHAD	Community Park Slide Repair	10410	Streets	2011 Neighborhood Street Project**
10350	Facilities	Downtown Elec. Conn.*	10411	Streets	2012 Neighborhood Street Project*
10351	Facilities	Fire Station*	10412	Streets	2009 Arterial Overlay Project*
10352	Landscape	Library Landscaping*	10413	Parks	Community Park Parking Lot Expan.*
10353	Streets	Downtown Revitalization*	10414	Streets	East March Creek Rd. Upgrade**
10354	Streets	Four Oaks Area*	10415	Parks	Well Renovation*
10355	Streets	Oak Street Bridge*	10416	Streets	Marsh Creek Rd. (old) Overlay*
10356	Landscape	Westwood Open Space*	10417	Streets	2013 Neighborhood Street Project*
10357	Facilities	Old City Hall Renovation*	10418	Streets	2014 Neighborhood Street Project*
10358	Facilities	Grove Property Acquisition*	10419	Parks	Community Park Lighting, etc.
10359	Facilities	Endeavor Hall Parking I*	10420	Parks	School Bridge Area Improvements
10360	Facilities	Endeavor Hall Parking II*	10421	Creeks	Cardinet Trail Restoration*
10361	Facilities	Stanley Property**	10422	Sewers	El Molino Drive Sanitary Sewer Impr.
10362	Facilities	Stanley Property Parking*	10423	Facilities	Library Upgrades
10363	Facilities	Corp. Yard Expansion*	10424	Streets	2015 Neighborhood Street Project*
10364	Streets	Downtown Signage**	10425	Streets	Keller Ridge Dr. Collector Street Rehab.*
10365	Facilities	Library Parking Expansion*	10426	Facilities	City Hall Parking Area Rehabilitation*
10366	Facilities	Police Parking Expansion*	10427	Facilities	Library Parking Lot Rehabilitation*
10367	Parks	Downtown Park*	10428	Facilities	Lydia Lane Park Parking Rehabilitation*
10368	Parks	City Hall Park*	10429	Facilities	2012 Trail Repaving Project*
10369	Streets	March Creek Road Narrowing**	10430	Landscape	Clayton Road Median Landscaping*
10370	Creeks	Creek Revitalization	10431	Landscape	Daffodil Hill Landscaping*
10371	Streets	Survey Monuments*	10432	Streets	2016 Neighborhood Street Project*
10372	Streets	Traffic Signal Modifications*	10433	Streets	DVMS Safety Signing*
10373	Streets	Peacock Creek Dr. Signal*	10434	Parks	CCCP Scoreboard Replacement*
10374	Parks	North Valley Park*	10435	Facilities	Library HVAC Replacement*
10375	Parks	Samuel Ct. Park	10436	Streets	2018 Neighborhood Street Project*
10376	Facilities	Equestrian Staging Area*	10437	Streets	2016 Arterial Rehabilitation Project*
10377	Streets	DVMS - Right Turn Lane*	10438	Streets	Arterial Streetlight LED Project*
10378	Streets	Keller Ridge Drive Planters*	10439	Streets	El Portal Drive Restoration Project*
10379	Streets	Pine Hollow Road - Upgrade	10440	Parks	CCP - Field #1 Rehab
10380	Parks	Community Park - Rt. Turn Lane**	10441	Streets	OBAG 2 - 2018 Pavement Rehab**
10381	Parks	Bocce Ball Courts**	10442	Parks	North Valley Park Playground Rehab
10382	GHAD	Inclinometers*	10443	Facilities	ADA Accessibility - City Hall*
10383	GHAD	Keller Ridge Drive Subdrain*	10444	Facilities	City Hall HVAC Replacement*
10384	Streets	Mitchell Canyon Rd. Overlay*	10445	Facilities	1005 & 1007 Oak St Building Demolition*
10385	Parks	Community Park Tot Lot*	10446	Other	Oak/Grassland Savanna Management
10386	GHAD	Wells (cancelled)*	10447	Facilities	Emergency Auxiliary Power
10387	Streets	Pavement Rehab 2002/03*	10448	Streets	School Intersection Improvement
10388	Streets	Pavement Rehab 2003/04*	10449	Streets	2020 Neighborhood Streets Repave
10389	Streets	Pavement Rehab 2004*	10450	Streets	Downtown Pedestrian Improvement
10390	Streets	Pavement Rehab 2005*	10451	Other	Green Infrastructure

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2017/18

Source	Unspent Prior Funding	HUTA Fund	KMRA Fund	Federal Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	17/18 Funding Total	17/18 Actual Expenditures	Rollover Funding
Fund Balance as of 6/30/17		\$ 228,689	\$ -	\$ -	\$ 526,140	\$ 400,980	\$ 23,484	\$ -	\$ 579,148	\$ 84,471			
Actual Revenue in FY 17/18		281,737	51,602	-	-	298,457	30,717	374,672	143,200	347,085			
Actual non-CIP Expenses in FY 17/18		(155,974)	-	-	-	(31,214)	-	-	(36,717)	-			
Funds Available for CIP in FY 17/18		354,452	51,602	-	526,140	668,223	54,201	374,672	685,631	431,556			
# Category Project													
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10379 Streets Pine Hollow Road Upgrades	-	-	-	-	-	-	-	28,500	-	-	28,500	(29,610)	(1,110)
10393 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	3,052	6,000	-	-	-	-	-	-	-	137	6,137	-	9,189
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,314,771	-	-	-	-	-	-	-	-	20,752	20,752	(4,836)	1,330,687
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	202,258	-	-	-	-	-	-	-	-	3,070	3,070	-	205,328
10422 Sewers El Molino Drive Sanitary Sewer Impr.	-	-	-	-	33,488	-	-	-	-	-	33,488	(33,488)	-
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-
10425 Streets Keller Ridge Collector Street Rehab	35	35,899	-	-	-	-	-	-	-	-	35,899	(35,934)	-
10436 Streets 2018 Neighborhood Street Project	(2,552)	-	-	-	-	38,117	-	-	-	-	38,117	(35,565)	-
10439 Streets El Portal Drive restoration Project	5,430	-	-	-	-	27,432	-	-	-	-	27,432	(32,862)	-
10440 Parks Community Park - Field 1 Relub	-	-	-	-	-	-	-	-	-	50,620	50,620	-	50,620
10442 Parks North Valley Park Playground Rehab	-	-	-	-	-	-	-	-	142,000	25,850	167,850	(850)	167,000
10443 Facilities City Hall ADA Accessibility	-	-	-	-	-	-	-	-	19,000	16,477	35,477	(6,442)	29,035
10444 Facilities City HVAC Replacement	-	-	-	-	-	-	-	-	-	256,443	256,443	(229,858)	26,585
Subtotal - FYE 6/30/18		41,899	-	-	33,488	65,549	-	28,500	161,000	373,349	703,785	(409,445)	
Fund Balance as of June 30, 2018	\$ 1,522,994	\$ 312,553	\$ 51,602	\$ -	\$ 492,632	\$ 602,674	\$ 54,201	\$ 346,172	\$ 524,631	\$ 58,207			\$ 1,817,334

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2018/19

Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	18/19 Funding Total	18/19 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/18		\$ 312,553	\$ 51,602	\$ -	\$ -	\$ 492,652	\$ 602,674	\$ 54,201	346,172	\$ 524,631	\$ 58,207			
Estimated Revenue thru FY 18/19		292,180	181,700	385,000	86,553	225,000	297,527	32,810	-	11,800	83,472			
Estimated non-CIP Expenses in FY 18/19		(153,225)	-	-	-	-	(31,723)	-	-	-	(14,390)			
Funds Available for CIP in FY 18/19		451,508	233,302	385,000	86,553	717,652	868,478	87,011	346,172	536,431	127,289			
# Category Project														
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379 Streets Pine Hollow Road Upgrades	(1,110)	50,000	-	-	-	-	-	-	-	-	-	50,000	(48,890)	-
10393 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	9,189	6,000	-	-	-	-	-	-	-	-	87	6,087	-	15,276
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,330,687	-	-	-	-	-	-	-	-	-	13,077	13,077	(57,524)	1,286,240
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	205,328	-	-	-	-	-	-	-	-	-	1,935	1,935	-	207,263
10422 Sewers El Molino Drive Sanitary Sewer Impr.	-	-	-	-	-	207,652	-	-	-	-	-	207,652	(207,652)	-
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10425 Streets Keller Ridge Collector Street Rehab	-	171,553	-	385,000	25,775	-	241,443	-	-	-	-	823,771	(823,771)	-
10436 Streets 2018 Neighborhood Street Project	-	22,050	64,355	-	60,778	-	572,793	86,419	-	-	-	806,395	(806,395)	-
10439 Streets El Portal Drive restoration Project	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440 Parks Community Park - Field 1 Rehab	50,620	-	-	-	-	-	-	-	-	-	477	477	-	51,097
10442 Parks North Valley Park Playground Rehab	167,000	-	-	-	-	-	-	-	-	-	1,575	1,575	-	168,575
10443 Facilities City Hall ADA Accessibility	29,035	-	-	-	-	-	-	-	-	-	11,189	11,189	(40,224)	-
10444 Facilities City Hall HVAC Replacement	26,585	-	-	-	-	-	-	-	-	-	132	132	(26,717)	-
10445 Facilities City Hall Bungalow Demolition	-	-	-	-	-	-	-	-	-	-	55,000	55,000	(55,000)	-
Subtotal - FY 18/19		249,603	64,355	385,000	86,553	207,652	814,236	86,419	-	-	83,472	1,977,290	(2,066,173)	
Fund Balance as of June 30, 2019	\$ 1,817,334	\$ 201,905	\$ 168,947	\$ -	\$ -	\$ 510,000	\$ 54,242	\$ 592	\$ 346,172	\$ 536,431	\$ 43,817			\$ 1,728,451

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2019/20

Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	19/20 Funding Total	19/20 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/19		\$ 201,905	\$ 168,947	\$ -	\$ -	\$ 510,000	\$ 54,242	\$ 592	\$ 346,172	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 19/20		348,190	190,200	508,000	-	-	297,000	33,938	252,000	-	298,903			
Estimated non-CIP Expenses in FY 19/20		(193,560)	-	-	-	-	(36,830)	-	-	-	-			
Funds Available for CIP in FY 19/20		356,535	359,147	508,000	-	510,000	314,412	34,530	598,172	536,431	342,720			
# Category Project														
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379 Streets Pine Hollow Road Upgrades	-	-	359,147	308,000	-	-	-	-	346,172	-	-	1,013,319	(1,013,319)	-
10393 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	15,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	21,276
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,286,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,283,240
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10422 Sewers El Molino Drive Sanitary Sewer Impr	-	-	-	-	-	510,000	-	-	-	-	-	510,000	(510,000)	-
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440 Parks Community Park - Field 1 Rehab	51,097	-	-	-	-	-	-	-	-	-	48,903	48,903	(100,000)	-
10442 Parks North Valley Park Playground Rehab	168,575	-	-	-	-	-	-	-	-	-	-	-	(168,575)	-
10446 Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	100,000	100,000	(100,000)	-
10447 Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	100,000	100,000	(100,000)	-
10448 Streets School Intersection Improvement	-	-	-	-	-	-	100,000	-	-	-	-	100,000	(100,000)	-
10449 Streets 2020 Neighborhood Streets Repave	-	350,535	-	-	-	-	214,412	34,530	-	-	-	599,477	(599,477)	-
10450 Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	252,000	-	-	252,000	(252,000)	-
10451 Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	50,000	50,000	(50,000)	-
Subtotal - FY 19/20		356,535	359,147	308,000	-	510,000	314,412	34,530	598,172	-	298,903	2,779,699	(2,996,371)	
Fund Balance as of June 30, 2020	\$ 1,728,451	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 536,431	\$ 43,817			\$ 1,511,779

CITY OF CLAYTON
 CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2020/21

Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	20/21 Funding Total	20/21 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/20		\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 20/21		350,000	195,000	-	-	-	295,000	32,000	-	-	-			
Estimated non-CIP Expenses in FY 20/21		(200,000)	-	-	-	-	(45,000)	-	-	-	-			
Funds Available for CIP in FY 20/21		150,000	195,000	200,000	-	-	250,000	32,000	-	536,431	43,817			
# Category Project														
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10393 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	21,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	27,276
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,283,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,280,240
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440 Parks Community Park - Field 1 Rehab	51,097	-	-	-	-	-	-	-	-	-	-	-	-	51,097
10446 Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447 Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448 Streets School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449 Streets 2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450 Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451 Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - FY 20/21		6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	-
Fund Balance as of June 30, 2021	\$ 1,562,876	\$ 144,000	\$ 195,000	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ 32,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,565,876

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2021/22

Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	21/22 Funding Total	21/22 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/21		\$ 144,000	\$ 195,000	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ 32,000	\$ -	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 21/22		350,000	200,000	-	-	-	300,000	32,000	-	-	-			
Estimated non-CIP Expenses in FY 21/22		(200,000)	-	-	-	-	(50,000)	-	-	-	-			
Funds Available for CIP in FY 21/22		294,000	395,000	200,000	-	-	500,000	64,000	-	536,431	43,817			
# Category Project														
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379 Streets Pine Hollow Road Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10393 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	27,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	33,276
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,280,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,277,240
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440 Parks Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10446 Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447 Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448 Streets School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449 Streets 2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450 Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451 Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - FY 21/22		6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	
Fund Balance as of June 30, 2022		\$ 1,514,779	\$ 288,000	\$ 395,000	\$ 200,000	\$ -	\$ 500,000	\$ 64,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,517,779

CITY OF CLAYTON
 CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2022/23

Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	22/23 Funding Total	22/23 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/22		\$ 288,000	\$ 395,000	\$ 200,000	\$ -	\$ -	\$ 500,000	\$ 64,000	\$ -	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 22/23		350,000	200,000	-	-	-	300,000	32,000	-	-	-			
Estimated non-CIP Expenses in FY 22/23		(200,000)	-	-	-	-	(50,000)	-	-	-	-			
Funds Available for CIP in FY 22/23		438,000	595,000	200,000	-	-	750,000	96,000	-	536,431	43,817			
# Category Project														
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repatr	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379 Streets Pine Hollow Road Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10393 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	33,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	39,276
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,277,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,274,240
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440 Parks Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10446 Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447 Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448 Streets School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449 Streets 2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450 Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451 Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - FY 22/23		6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	
Fund Balance as of June 30, 2023	\$ 1,517,779	\$ 432,000	\$ 595,000	\$ 200,000	\$ -	\$ -	\$ 750,000	\$ 96,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,520,779

CITY OF CLAYTON
 CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24

Budget by Funding Source - FY 2023/24

Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	23/24 Funding Total	23/24 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/23		\$ 432,000	\$ 895,000	\$ 200,000	\$ -	\$ -	\$ 750,000	\$ 96,000	\$ -	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 23/24		350,000	200,000	-	-	-	300,000	32,000	-	-	-			
Estimated non-CIP Expenses in FY 23/24		(200,000)	-	-	-	-	(50,000)	-	-	-	-			
Funds Available for CIP in FY 23/24		582,000	795,000	200,000	-	-	1,000,000	128,000	-	536,431	43,817			
# Category Project														
10337A Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343 GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348 GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349 GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370 Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375 Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379 Streets Pine Hollow Road Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10395 Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A Streets ADA Compliance Program	39,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	45,276
10395 Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396 Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397 Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400 Other Downtown Economic Development	1,274,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,271,240
10419 Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420 Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423 Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440 Parks Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10446 Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447 Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448 Streets School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449 Streets 2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450 Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451 Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - FY 23/24		6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	
Fund Balance as of June 30, 2024	\$ 1,520,779	\$ 576,000	\$ 795,000	\$ 200,000	\$ -	\$ -	\$ 1,000,000	\$ 128,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,523,779

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10337A	Keller House Rehabilitation

DESCRIPTION - LOCATION

Rehabilitation of historical ranch home
And grounds located across Mt. Diablo
Creek from the library.



COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$1,780,477	\$1,780,477
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL							\$1,780,477	\$1,780,477

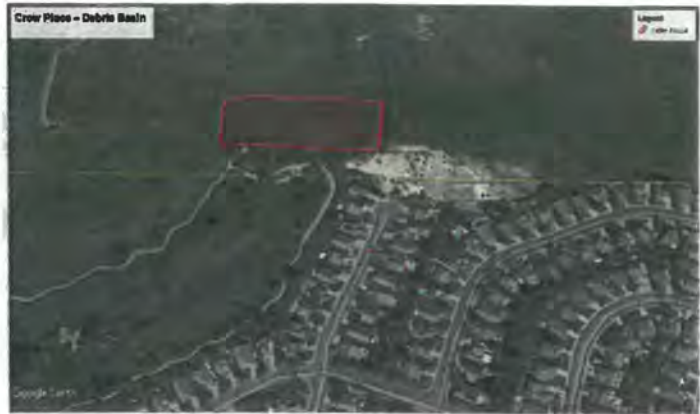
Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$1,780,477	\$1,780,477
TOTAL							\$1,780,477	\$1,780,477

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10343	Crow Place - Debris Basin

DESCRIPTION - LOCATION

Clean out debris basin located in GHAD easement behind golf course and single-family lots.



COMMENTS

Subject to approval of increased assessments.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$10,000	\$10,000
Construction/Execution							\$95,000	\$95,000
Monitoring/Inspections							\$5,000	\$5,000
Close-out/Punch List								
Other								
TOTAL							\$110,000	\$110,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$110,000	\$110,000
TOTAL							\$110,000	\$110,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10347A	Eagle Peak Slope Repair

DESCRIPTION - LOCATION

Stabilize and/or repair large slope moving adjacent to single family houses and streets in Eagle Peak Subdivision.



COMMENTS

Cost estimate per Soils Engineer. Dependent on GHAD assessment increase.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$70,000	\$70,000
Construction/Execution							\$1,140,000	\$1,140,000
Monitoring/Inspections							\$30,000	\$30,000
Close-out/Punch List							\$10,000	\$10,000
Other								
TOTAL							\$1,250,000	\$1,250,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$1,250,000	\$1,250,000
TOTAL							\$1,250,000	\$1,250,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10348	Keller Ridge Drive Area - Slope Repair

DESCRIPTION - LOCATION

Stabilize and/or repair small slope pop-out adjacent to single-family homes.



COMMENTS

Subject to approval of increased assessments.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$5,000	\$5,000
Construction/Execution							\$50,000	\$50,000
Monitoring/Inspections							\$5,000	\$50,000
Close-out/Punch List								
Other								
TOTAL							\$60,000	\$60,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$60,000	\$60,000
TOTAL							\$60,000	\$60,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10349	Community Park - Landslide

DESCRIPTION - LOCATION

Repair landslides that occurred above field #3 (uppermost field).

COMMENTS

Subject to approval of increased assessments.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$7,000	\$7,000
Construction/Execution							\$95,000	\$95,000
Monitoring/Inspections							\$8,000	\$8,000
Close-out/Punch List								
Other								
TOTAL							\$110,000	\$110,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$110,000	\$110,000
TOTAL							\$110,000	\$110,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Creeks	10370	Creek Revitalization

DESCRIPTION - LOCATION

Clean out creeks, improve access to creek banks, reinforce creek banks and repair adjacent trails where needed, replace riparian vegetation.



COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution							\$3,000,000	\$3,000,000
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL							\$3,000,000	\$3,000,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$3,000,000	\$3,000,000
TOTAL							\$3,000,000	\$3,000,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10375	Samuel Ct. Park

DESCRIPTION - LOCATION

Install landscaping and irrigation improvements.



COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$5,000	\$5,000
Construction/Execution							\$75,000	\$75,000
Monitoring/Inspections							\$5,000	\$5,000
Close-out/Punch List								
Other								
TOTAL							\$85,000	\$85,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$85,000	\$85,000
TOTAL							\$85,000	\$85,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10379	Pine Hollow Rd. - Upgrade

DESCRIPTION - LOCATION

Improve City entry on Pine Hollow Rd. with new painting, monument sign, etc.



COMMENTS

ROW controlled by Concord and/or County. Joint Project possible, though not probable.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design	\$78,500							\$78,500
Construction/Execution		\$953,319						\$953,319
Monitoring/Inspections		\$45,000						\$45,000
Close-out/Punch List		\$15,000						\$15,000
Other								
TOTAL	\$78,500	\$1,013,319						\$1,091,819

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Measure J Grant	\$28,500	\$346,172						\$375,000
Gas Tax (RMRA)		\$359,147						\$189,883
OBAG II (Federal)		\$308,000						\$308,000
HUTA Gas Tax	\$50,000							
TOTAL	\$78,500	\$1,013,319						\$1,091,819

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10393	Skateboard Park

DESCRIPTION - LOCATION

Construct Skateboard Park at an as yet Undetermined location.

COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$45,000	\$45,000
Construction/Execution							\$660,000	\$660,000
Monitoring/Inspections								
Close-out/Punch List								
TOTAL							\$750,000	\$750,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$750,000	\$750,000
TOTAL							\$750,000	\$750,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10394A	ADA Compliance Program

DESCRIPTION - LOCATION

ADA Compliance City-wide.

COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$500,000	\$500,000
Monitoring/ Inspections								
Close-out/ Punch List								
TOTAL							\$500,000	\$500,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
HUTA Gas Tax	\$15,276	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		\$45,276
Unfunded							\$454,724	\$454,724
TOTAL	\$15,276	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$454,724	\$500,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10395	Catch Basin Modifications

DESCRIPTION - LOCATION

Add cross-bar to openings

COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$100,000	\$100,000
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL							\$100,000	\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded								\$100,000
TOTAL								\$100,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10396	East Marsh Creek Road Traffic Signal

DESCRIPTION - LOCATION

Install traffic signal on Marsh Creek Road
To the east of Diablo Parkway.

COMMENTS

Project postponed by Council action.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$45,000	\$45,000
Construction/ Execution							\$350,000	\$350,000
Monitoring/ Inspections							\$35,000	\$35,000
Close-out/ Punch List								
Utility Relocation							\$80,000	\$80,000
Other								
TOTAL							\$510,000	\$510,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$510,000	\$510,000
TOTAL							\$510,000	\$510,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10397	Utility Undergrounding

DESCRIPTION - LOCATION

Underground overhead utility lines at as
Yet undetermined locations.

COMMENTS

Funds are allocated to the City's Rule 20Aa
account annually but held by PG&E until
project is approved by the City Council and
commences.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$3,000,000	\$3,000,000
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL							\$3,000,000	\$3,000,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
PG&E Rule 20A	\$463,852	\$20,500	\$20,500	\$20,500	\$20,500	\$20,500		\$566,352
Unfunded							\$2,433,648	\$2,433,648
TOTAL	\$463,852	\$20,500	\$20,500	\$20,500	\$20,500	\$20,500	\$2,433,648	\$3,000,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Other	10400	Downtown Economic Development

DESCRIPTION - LOCATION

Provide funding for improving the economic viability of the downtown area.



COMMENTS

Transferred \$1,040,843. To CIP 10400A in FY 12/13 to purchase a 1.67 AC parcel in Town Center. Parcel purchased from Clayton Community Church.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other							\$1,286,240	\$1,286,240
TOTAL							\$1,286,240	\$1,286,240

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
CIP Const. Fund	\$1,286,240							\$1,286,240
TOTAL	\$1,286,240							\$1,286,240

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10419	Community Park Lighting & Resurfacing

DESCRIPTION - LOCATION

Install sports field lighting, remove and replace turf with synthetic surfacing at Clayton Community Park.



COMMENTS

Cost estimates per Cost-Benefit Analysis Prepared by PMC and dated August 31, 2009.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List							\$4,084,000	\$4,084,000
Other								
TOTAL							\$4,084,000	\$4,084,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$4,084,000	\$4,084,000
TOTAL							\$4,084,000	\$4,084,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10420	School Bridge Area Improvements

DESCRIPTION - LOCATION

Improve area at Mt. Diablo Elementary School Bridge and Mitchell Creek to enhance Town Center area.

COMMENTS

Includes decorative wall, landscaping and Riparian vegetation restoration; funding transferred from CIP No. 10400, Downtown Economic Development.

No design or construction currently scheduled.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$20,000	\$20,000
Construction/Execution							\$172,263	\$172,263
Monitoring/Inspections							\$10,000	\$10,000
Close-out/Punch List							\$5,000	\$5,000
TOTAL							\$207,263	\$207,263

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
CIP Const. Fund	\$207,263							\$207,263
TOTAL	\$207,263							\$207,263

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10422	El Molino Drive Sanitary Sewer Improvements

DESCRIPTION - LOCATION

Construct modifications to existing sanitary sewer mains to prevent potential sewer overflows in areas adjacent to Mt. Diablo Creek.



COMMENTS

Includes pipe enlargement and construction of a bypass line in El Molino Drive; funding from CIP 10400, Downtown Economic Development, returned as Concord has agreed to fund the bypass work (including preliminary design work) from annual sewer fees.

Preliminary design costs totaling approximately \$64,000 to date (FY 2004-2009) were tracked in the Development Impact Fees fund (304), temporarily covered by a General Fund loan authorized by City Council in FY 2004-05.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design	\$225,000							\$80,000
Construction/Execution	\$50,000	\$450,000						\$660,000
Monitoring/Inspections		\$40,000						\$35,000
Close out/Punch List		\$20,000						\$10,000
TOTAL	\$275,000	\$510,000						\$785,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Concord Sewer Fund	\$275,000	\$510,000						\$785,000
TOTAL	\$275,000	\$510,000						\$785,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10423	Library Upgrades

DESCRIPTION - LOCATION

Construct improvements to update Library including automatic checkout facilities, coffee/snack bar, etc.



COMMENTS

Includes 3,500 sf building addition plus new equipment and furniture.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution							\$850,000	\$850,000
Monitoring/Inspections								
Close-out/Punch List								
Other							\$150,000	\$150,000
TOTAL							\$1,000,000	\$1,000,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$1,000,000	\$1,000,000
TOTAL							\$1,000,000	\$1,000,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10440	Clayton Community Park Field No. 1 Restoration

DESCRIPTION - LOCATION

Rehabilitation of lower baseball/softball field (field No. 1).



COMMENTS

Council direction on funding and level of priority for next year still needed.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution		\$100,000						\$100,000
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded		\$48,903						\$48,903
Garbage Franchise Community Enhancement Fee	\$51,097							\$51,097
TOTAL	\$51,097	\$48,903						\$100,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10442	North Valley Park Playground Rehabilitation

DESCRIPTION - LOCATION

Install new playground equipment, shade structures and play surface.



COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution	\$168,575							\$168,575
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL	\$168,575							\$168,575

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Open Space DIF	\$142,000							\$142,000
CIP Interest earnings	\$23,800							\$23,800
Project Interest	\$2,775							\$2,775
TOTAL	\$168,575							\$168,575

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10446	Oak/Grassland Savanna Management

DESCRIPTION - LOCATION

Management and enhancement of oak/grassland savanna open space parcels citywide. These parcels provide wildfire protection for the City by creating a low-fuel buffer zone between open space and developed neighborhoods. These parcels require management to prevent noxious and invasive plants from invading and



taking over the grassland savanna. Noxious and invasive plants provide higher fuel loading and deplete the buffer protecting developed neighborhoods.

COMMENTS

We will seek Federal FEMA mitigation grant funding for this project.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$100,000						\$100,000
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
FEMA Grant		\$100,000						\$100,000
Total		\$100,000						\$100,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10447	Emergency/Auxiliary Power at City Hall Complex

DESCRIPTION – LOCATION

Design and ultimately construct/install emergency/auxiliary power (generator) to the City Hall complex including City Hall, Corporation Yard and Library building allowing the City to remain functional during a power outage or disaster.



COMMENTS

We will seek Federal FEMA mitigation grant funding for this project.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$100,000						\$100,000
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
FEMA Grant		\$100,000						\$100,000
Total		\$100,000						\$100,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10448	School Intersection Enhancement Project

DESCRIPTION - LOCATION

Functional and operational enhancements to the intersections of Clayton Road and Marsh Creek Road adjacent to Diablo View Middle School and Clayton Road and Mt. Zion Drive adjacent to Mount Diablo Elementary School.



COMMENTS

Additional future project costs may be eligible candidates for Safe Routes to School grant funding.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$50,000						\$50,000
Construction/Execution		\$50,000						\$50,000
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Measure J LSM		\$100,000						\$100,000
TOTAL		\$100,000						\$100,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10449	2020 Neighborhood Streets Repave

DESCRIPTION - LOCATION

Pavement resurfacing and treatment on various neighborhood streets throughout the City.



COMMENTS

Priority is based on street assessment and PCI rating.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$20,000						\$20,000
Construction/Execution		\$549,477						\$549,477
Monitoring/Inspections		\$20,000						\$20,000
Close-out/Punch List		\$10,000						\$10,000
Other								
TOTAL		\$599,477						\$599,477

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
HUTA Gas Tax		\$350,535						\$350,535
Measure J LSM		\$214,412						\$214,412
Measure J Co-op		\$34,530						\$34,530
TOTAL		\$599,477						\$599,477

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10450	Downtown Pedestrian Improvement

DESCRIPTION - LOCATION

Construction of two raised and lighted crosswalks at Oak St and Center St. Also tabletop lighted intersection at Old Marsh Creek Rd and Main St.



COMMENTS

City Council approved master co-op agreement with CCTA (10/17/17) for Measure J Transportation for Livable Communities (TLC) program funds.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL								

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Measure J (TLC)		\$252,000						\$252,000
TOTAL		\$252,000						\$252,000

2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10451	Green Infrastructure Plan

DESCRIPTION - LOCATION

Preparation of green infrastructure (GI)
Plan identifying opportunity areas for the
inclusion of GI projects.

COMMENTS

Mandated in MRP 2.0 by SF Regional
Water Quality Board. Report due
October 2019.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$50,000						\$50,000
Construction/ Execution							TBD	TBD
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL		\$50,000					TBD	TBD

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
General Fund Excess		\$50,000						\$50,000
Unfunded							TBD	TBD
TOTAL		\$50,000					TBD	TBD

**CITY OF CLAYTON
PLANNING COMMISSION
RESOLUTION NO. 03-19**

**THE PLANNING COMMISSION FINDING
THAT FISCAL YEAR 2019-2020 CAPITAL IMPROVEMENT PROGRAM PROJECTS
CONFORM WITH THE CITY OF CLAYTON GENERAL PLAN
(GPA-01-19)**

WHEREAS, Section 65401 of the California Government Code requires the Planning Commission to determine if projects proposed in a City's Capital Improvement Program (CIP) for the upcoming fiscal year (FY) are in conformity with the jurisdiction's adopted General Plan; and

WHEREAS, on May 28, 2019, the City of Clayton Planning Commission was presented a listing of CIP projects, with individual project descriptions and relevant General Plan goals and policies related to the upcoming FY 2019-2020 for the purpose of determining their conformity with the City's General Plan; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, at May 28, 2019 hearing, the Clayton Planning Commission received and considered testimony, both oral and documentary, regarding the conformity of the listed FY 2019-2020 CIP projects with the City of Clayton General Plan; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), Section 15061(b)(3), it can be seen with certainty that there is no possibility that finding the Fiscal Year 2019-2020 Capital Improvement Program in conformance with the City's General Plan may have a significant effect on the environment, it is therefore not subject to CEQA, and, additionally, since this is a consistency finding, the previous environmental documentation for the General Plan is adequate CEQA documentation.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission determines the following:

- (1) The finding of conformity of the FY 2019-2020 CIP projects with the City of Clayton General Plan is not subject to CEQA; and
- (2) The listing of the FY 2019-2020 CIP projects (Exhibit A) conforms to the City of Clayton General Plan.

PASSED AND ADOPTED by the Planning Commission of the City of Clayton at a regular meeting on the 28th day of May, 2019.

Planning Commission
Resolution No. 03-19

APPROVED:



Bassam Altwal
Chair

ATTEST:



David Woltering, AICP
Interim Community Development Director

ATTACHMENT

Exhibit A – Listing of City of Clayton Fiscal Year 2019-2020 Capital Improvement Program (CIP)
Projects

Exhibit A

Listing of City of Clayton Fiscal Year 2019-2020 Capital Improvement Program (CIP) Projects (GPA-01-19)

1. Clayton Community Park Lower Field Rehabilitation (CIP No. 10440)

In response to feedback from soccer and baseball groups and an on-site assessment of the premises, a rehabilitation of the lower baseball/softball field (Field #1) in the Clayton Community Park was incorporated into the CIP budget two years ago. The City's Maintenance Department previously estimated costs of the rehabilitation project to be approximately \$50,000, which was approved to be funded by a partial allocation of the garbage franchise community enhancement fee. However, a re-examination of the original project budget by the City Engineer resulted in a revised project estimate of \$100,000, with the additional costs currently being presented as "unfunded" in the FY 2018-19 CIP budget requiring additional City Council direction. It is expected this project will commence and be completed in FY 2019-20 once identification and authorization of gap funding is given.

Projected Expenditures in FY 2019-20: \$100,000

General Plan Conformity: The rehabilitation of playing fields at Clayton Community Park conforms to the General Plan by supporting Policy 2c of the Open Space/Conservation Element to "[r]eview each park/greenbelt area for maintenance needs..." and Policy 3a of the Community Facilities Element to "[i]dentify the facilities desired by the community, i.e., soccer/playfield, swimming complex, tennis courts, library, community playhouse and public meeting rooms."

2. North Valley Playground Rehabilitation (CIP No. 10442)

In response to feedback from residents in the community and an on-site assessment of the premises, a rehabilitation of the North Valley neighborhood park tot lot and surrounding premises was incorporated into the CIP budget two years ago. The scope of work includes replacement of the resilient play surface, purchase and installation of new play apparatus, planting of "shade" trees, and installation of three (3) shade structures similar to those at the Clayton Community Park Picnic Area #5. The purpose of the shade structures is to provide much needed shelter from the sun given the absence of mature shade-providing trees in the park.

The CIP budget includes a total estimated project cost of \$168,575, equal to the funding authorized and currently available. The City Council authorized funding for this project from

two sources. The portion of the Open Space In-Lieu development impact fee balance designated for "active areas" will provide \$142,000 in funding for the project, with the remaining \$23,800 in funding coming from unallocated CIP fund interest earnings. Throughout FY 2018-19 staff has been prudently attempting to obtain competitive quotes as stipulated by the City's procurement policy, despite repeated delays given the limited number of contractors that are willing and able to provide such a quote. Staff expects a recommendation for award of contract will be provided to the City Council by the close of FY 2018-19 with construction expected to commence and be completed in FY 2019-20.

Projected Expenditures in FY 2019-20: **\$168,575**

General Plan Conformity: The rehabilitation of the playground at North Valley Neighborhood Park conforms to the General Plan by supporting Policy 2c of the Open Space/Conservation Element to "[r]eview each park/greenbelt area for maintenance needs..." and Policy 3a of the Community Facilities Element to "[i]dentify the facilities desired by the community, i.e., soccer/playfield, swimming complex, tennis courts, library, community playhouse and public meeting rooms."

3. City Hall Front Door ADA Accessibility Project (CIP No. 10443)

This project was added by the City Council to the CIP budget during FY 2017-18 to address feedback from constituents that the City Hall entryway doors were extremely heavy and difficult for some to open, bringing into question compliance with the Americans with Disabilities Act (ADA). Further related research by the City Attorney's office resulted in a finding that, despite its historical status and listing on the California Register of Historic Buildings, the Clayton City Hall building is not exempt from compliance with the rigorous ADA requirements. Accordingly, on September 19, 2017, the City Council awarded a low-bid contract to Greentech Industry to bring the entryway doors of City Hall into compliance. Pursuant to project specifications prepared by the City Engineer, the scope of this project included the installation of a push-button activated power door opening system for the main entry door, one of the two interior lobby entry doors, and for the City Hall Courtyard exterior public restroom door. Funding for this project, in order of significance, was derived from community facilities development impact fees, City Council earmarked General Fund excess reserves, and undesignated CIP fund interest earnings. This project is expected to be completed during FY 2019-20 with total costs since inception estimated at \$46,666.

Projected Expenditures in FY 2018-19: **\$40,224**

General Plan Conformity: Improving City Hall to address ADA accessibility requirements conforms to the General Plan by supporting Policy 1g of the Community Facilities Element to "[i]dentify needs for public facilities including City Hall capacity, library and cultural facilities."

4. City Hall HVAC Replacement Project (CIP No. 10444)

Approximately two years ago, three of the five condensing units of the City Hall HVAC system failed and were rendered inoperable, resulting in a total cooling capacity of 40% for

the three-story building. Furthermore, during FY 2017-18, the City Hall boiler had completely failed eliminating all heating capacity of the HVAC unit. As a reasonably controlled temperature is essential for a productive and safe work environment, particularly during the hot summer months and cold winter season, the replacement of the original HVAC system quickly became an urgent and essential task. Acknowledging the importance of this need, on February 21, 2017, using a quote provided by the City's existing HVAC maintenance company, the City Council took action to earmark a portion (\$93,325) of the General Fund excess reported in the FY 2015-16 audited financial statements for this project. However, during the contracted project engineer's (Diseno Group) preparation of bid sets, some issues became apparent that the existing HVAC system did not meet current code requirements. Two of the largest code upgrades were to properly and adequately vent the boiler to the outside and to relocate the electrical disconnects for the boiler pumps that had been previously located behind the unit. Furthermore, technical discoveries identified some other major equipment needed to be replaced concurrently with the replacement of the HVAC system, including the operating controller, electrical phase converter for the new cooling equipment, and a new damper for the hot water heater and various valves and gauges.

Ultimately, with this new information from the contracted project engineer outlining significantly expanded specifications, the competitive bids came in much higher than previously estimated. On July 18, 2017, the City Council awarded contract to the lowest responsive and responsible bidder (Servi-Tech Controls) to perform the project. Noting that the previous earmark of General Fund excess fell short of the project's revised estimated cost, the City Council authorized the transfer of \$170,126 from the Clayton Financing Authority to bridge the gap in funding for this urgent project. Although this project was largely completed in FY 2017-18, the Notice of Completion was not presented to the City Council for approval until December 18, 2018 as a result of several "punch list" tasks rolling into FY 2018-19. This project was completed during FY 2018-19 with total costs since inception coming in at \$256,575.

Projected Expenditures in FY 2018-19: **\$26,717**

General Plan Conformity: Replacing components of the HVAC system in City Hall conforms to the General Plan by supporting Policy 1g of the Community Facilities Element to "[i]dentify needs for public facilities including City Hall capacity, library and cultural facilities."

5. **Oak Street Bungalow Demolition (CIP No. 10445)**

Following the adoption of the FY 2018-19 CIP budget, on February 5, 2019, the City Council awarded a low-bid contract to Resource Environmental, Inc. for the demolition of the old City Hall bungalows located at 1005 and 1007 Oak Street in the Town Center. These City-owned bungalows have been unused, sitting empty and boarded-up for several years. Demolition of both buildings became a priority during FY 2018-19 since their deteriorated condition rendered them uninhabitable. The two buildings contained mold, and were an attractive nuisance for children near the pick-up location on Oak Street below Mt. Diablo Elementary School as well as for youth lingering in the downtown area. Originally, it was hoped a prospective buyer of the underlying lands for development of the sites would incur

the cost of demolition, however the previously approved "Creekside Terrace Project" has not attracted a buyer since approval in July 2010 and the deterioration of the two buildings was determined unacceptable. Funding for this project was derived from unallocated reserves of CIP No. 10400 project budget. This project was completed by the close of FY 2018-19.

Projected Expenditures in FY 2018-19: **\$55,000**

General Plan Conformity: The removal of the old City Hall bungalows on Oak Street conforms to the General Plan by supporting Policy 1g of the Community Facilities Element to "[i]dentify needs for public facilities including City Hall capacity, library and cultural facilities."

6. Oak/Grassland Savanna Management (CIP No. 10446)

This project entails management and enhancement of oak/grassland savanna open space parcels citywide. These parcels provide wildfire protection for the City by creating a low-fuel buffer zone between open space areas and developed neighborhoods. These parcels require management to prevent noxious and invasive plants from invading and taking over the grassland savanna. Noxious and invasive plants provide higher fuel loading and deplete the buffer protecting developed neighborhoods. Initial costs for this project are estimated at \$100,000, for which the City Engineer plans to recover from a federal grant through the Federal Emergency Management Agency (FEMA).

Projected Expenditures in FY 2019-20: **\$100,000**

General Plan Conformity: The management and enhancement of the oak/grassland savanna open space conforms to the General Plan by supporting Policy 2c of the Open Space/Conservation Element to "[r]eview each park/greenbelt area for maintenance needs..."

7. Emergency/Auxiliary Power (CIP No. 10447)

This project entails the design, construction, and installation of an emergency/auxiliary power generator for City Hall, the Corporation Yard, and the Clayton Community Library building allowing the City to remain functional during a power outage or disaster. Initial costs for this project are estimated at \$100,000, which will be recoverable through a Federal grant with FEMA.

Projected Expenditures in FY 2019-20: **\$100,000**

General Plan Conformity: The design, construction, and installation of emergency/auxiliary power generators for City facilities conforms to the General Plan by supporting 1g of the Community Facilities Element to "[i]dentify needs for public facilities including City Hall capacity, library and cultural facilities..."

8. School Intersections Enhancement Project (CIP No. 10448)

This project entails the design and installation of functional and operational enhancements to the intersections of Clayton Road and Marsh Creek Road adjacent to Diablo View Middle School, as well as Clayton Road and Mt. Zion Drive adjacent to Mt. Diablo Elementary School. These are the only two public schools located within Clayton. As a preliminary estimate, this project is projected to cost \$100,000, which will be funded by Measure J LSM local return to source revenues.

Projected Expenditures in FY 2019-20: \$100,000

General Plan Conformity: The design and installation of functional and operational enhancements to intersections near schools conforms to the General Plan by supporting Policy 9c of the Circulation Element to "[p]rovide systematic upgrade of streets and roads to applicable standards" and Policy 7b of the Circulation Element to "[i]dentify] pedestrian routes to school from different neighborhoods to make sure a safe route exists."

9. 2020 Neighborhood Streets Repave (CIP No. 10449)

The FY 2019-20 proposed budget includes projections on ending fund balances for the Highway Users Tax Account (HUTA) gas tax and Measure J funds as of June 30, 2019, as well as corresponding fund revenue projections for the upcoming fiscal year. It is projected there will be unallocated HUTA gas tax, Measure J local return to source, and Measure J Program 28A Co-op reserves of \$350,535, \$214,412, and \$34,530 respectively. The combination of these sources results in total funding of \$599,477 available for a 2020 Neighborhood Streets project. Accordingly, as a placeholder project, the proposed budget includes appropriations for this project and assumes the project would be completed by the end of FY 2019-20. Following a neighborhood street assessment and competitive bid procedures by the City Engineer, it is expected a construction contract will be recommended to the City Council for consideration sometime in FY 2019-20.

Projected Expenditures in FY 2019-20: \$599,477

General Plan Conformity: The paving of neighborhood streets conforms to the General Plan by supporting Policy 9c of the Circulation Element to "[p]rovide systematic upgrade of streets and roads to applicable standards."

10. Downtown Pedestrian Improvement (CIP No. 10450)

On June 21, 2017, the City of Clayton was awarded a grant of \$252,000 for pedestrian safety improvements in the Town Center through the Measure J Transportation for Livable Communities program, administered by Contra Costa Transportation Authority (CCTA). Thereafter, on October 17, 2017 the City Council approved a Master Cooperative Funding Agreement with the CCTA outlining the roles and responsibilities of the City and CCTA. The scope of this project entails the installation of two raised and lighted crosswalks at Oak and Center Streets in the Town Center as well as a table top lighted intersection at Marsh Creek Road and Main Street. Following competitive bidding procedures, staff expects a

construction contract to be recommended to the City Council for consideration sometime in early FY 2019-20.

Projected Expenditures in FY 2019-20: **\$252,000**

General Plan Conformity: The installation of pedestrian improvements in the Town Center conforms to the General Plan by supporting Policy 9c of the Circulation Element to “[p]rovide systematic upgrade of streets and roads to applicable standards.”

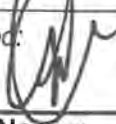
11. Green Infrastructure (CIP No. 10451)

Mandated in MRP 2.0 by the San Francisco Regional Water Quality Control Board, this project entails retrofitting of existing impervious surfaces and storm drain infrastructure with green infrastructure (GI), and that it be evaluated, analyzed, planned for, costed, and reported upon. Specifically, this project entails the preparation a GI Plan, due October 2019, which identifies opportunity areas for the inclusion of future GI projects, preparation and showing of estimated costs/budgets within the CIP based upon the GI Plan, and the City review and update, as needed, of the standard engineering design and planning policies/ordinances to incorporate GI. During FY 2019-20, the City intends to prepare its GI Plan, estimated to cost approximately \$50,000. The City Council has already authorized this to be funded with FY 2016-17 General Fund excess reserves. Once the plan is completed, it is anticipated future CIP budgets will incorporate additional projects with specific project costs and timelines.

Projected Expenditures in FY 2019-20: **\$50,000**

General Plan Conformity: The retrofitting of existing impervious surfaces and storm drain infrastructure with green infrastructure (GI) conforms to the General Plan by supporting the primary Goal of the Community Facilities Element “[t]o provide for an efficient infrastructure and facility plan and program for improvement of existing infrastructure.”



Approved: 
Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: DAVID WOLTERING, INTERIM COMMUNITY DEVELOPMENT DIRECTOR

DATE: JUNE 4, 2019

SUBJECT: INTRODUCTION AND FIRST READING OF A CITY-INITIATED ORDINANCE EXTENDING THE TOWN CENTER PARKING WAIVER INCENTIVE PROGRAM (ZOA-03-19)

RECOMMENDATIONS

It is recommended the City Council:

1. Hold a Public Hearing and then adopt a motion to have the City Clerk read Ordinance No. 488 by title and number only and waive further reading; and
2. Following the City Clerk's reading, by motion approve Ordinance No. 488 for Introduction (**Attachment 1**).

BACKGROUND

On May 14, 2019, the Planning Commission conducted a noticed Public Hearing and considered the subject ordinance. Following questions and a discussion, the Planning Commission passed a Resolution recommending the City Council adopt an ordinance to extend the Town Center area parking waiver incentive program for an additional three years, until June 30, 2022 (**Attachments 2 and 3**).

In 2007, the City of Clayton amended Chapter 17.37, the City's Off-Street Parking and Loading Regulations, along with other changes, to reduce the on-site parking requirements as an incentive to encourage certain specific land uses in the City's Town Center. The waiver provisions are covered in Clayton Municipal Code (CMC) Section 17.37.030.C and Schedule 17.37.030.D (**Attachment 4**).

The purpose for offering the waiver of required on-site parking was to provide an incentive to develop certain land uses and promote overall economic development activity in the Town Center area. The adopted parking waiver provisions primarily promote retail and restaurant land uses, though some parking reductions were provided for office and personal services uses as well. The basis for the recommended changes was the Town Center Parking Study developed in May 2006.

The original amendment to Chapter 17.37, which was passed by the City Council on June 26, 2007, provided a waiver period to June 30, 2010. Since that time, the Planning Commission has considered, and the City Council has approved on three separate occasions—July 20, 2010, May 21, 2013, and June 7, 2016—extensions of the parking waiver allowances until June 30, 2013, June 30, 2016, and June 30, 2019, respectively. This would be the fourth parking waiver extension request. In addition to the parking waiver extension, the City Council also approved entitlements associated with the parking waiver provisions: 1) The Flora Square Project (formerly known as the “Oak Center” Project); 2) The unbuilt Creekside Terrace Mixed Use Project; and, 3) The Skipolini Family Bocce Ball Courts.

DISCUSSION

The purpose of the City offering the parking waiver and associated provisions in 2007 was primarily to encourage and provide incentive for the private development of retail and restaurant uses in the Town Center. This action supported the Town Center Specific Plan policy to “*Maintain and enhance retail and restaurant uses in the Town Center in order to sustain similar uses in the Town Center...*” (Goal II, Page 9) as well as the Town Center Policy 1.5 to “*Encourage developers to seize incentives provided in the General Plan for increased structural coverage of smaller parcels in the Town Center.*” Increasing structural coverage of smaller parcels is greatly enhanced when parking waiver provisions are provided. Overall, the purpose was manifold to incentivize commercial development in the Town Center area, assist in generating the “critical mass” needed to establish the Town Center as a more competitive commercial location in the county, and support the vision for a compact, pedestrian-friendly development pattern in the Town Center area.

When the City Council originally approved the parking waiver provisions, as suggested in the 2006 Parking Study, the parking waiver was intended to be in effect for three years or until a pre-determined on-street and off-street parking threshold was reached. The City Council set the threshold for reconsideration of the parking waiver provisions to be when 200 parking spaces that normally would have been required with development had been waived (CMC Section 17.37.030.D). The purpose of this provision was to ensure that existing conditions in the Town Center area were not compromised with respect to the availability of public parking, patterns of utilization, and parking needs of future commercial. To date, of the 200 parking spaces that potentially could be waived, a total of 77 parking spaces have been waived for three development projects in the Town Center: 21 spaces for the unbuilt Creekside Terrace

Project; 36 spaces for the Flora Square Project (formerly known as the “Oak Center” Project); and, 20 spaces for the Skipolini Family Bocce Ball Courts.

The potential development and generation of the “critical mass” was dealt a significant setback with the onset of the Great Recession that lasted from 2007 to 2009. The area is still in need of the right combination of market conditions, appropriate proposals, and interest to achieve its development potential. Accordingly, Staff believes the same reasons exist in 2019 that did in 2007 to incentivize potential commercial development in the Town Center. Approval of the parking waiver would show continued effort and support and meaningful incentive to encourage and propel future commercial private development in the Town Center area.

ENVIRONMENTAL

The adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

None.

ATTACHMENTS

1. Ordinance No. 488
2. Planning Commission Resolution No. 02-19
3. Excerpt of the Minutes from the May 14, 2019 Planning Commission Meeting
4. Excerpts from Clayton Municipal Code Section 17.37.030 on Parking

ORDINANCE NO. 488

**AN ORDINANCE
AMENDING SECTION 17.37.030.C (WAIVER PERIOD) OF THE CLAYTON MUNICIPAL CODE FOR
THE PURPOSE OF EXTENDING FROM JUNE 30, 2019 THROUGH JUNE 30, 2022 THE PARKING
WAIVER PROVISION IN THE TOWN CENTER AREA
(ZOA-03-19)**

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

THE CITY COUNCIL OF THE CITY OF CLAYTON FINDS AS FOLLOWS:

WHEREAS, Ordinance No. 408 was adopted by the Clayton City Council on June 26, 2007, which provided a waiver period to allow specified reductions for on-site parking for development projects satisfying certain stated criteria as an incentive for development and redevelopment to occur in Clayton's Town Center area; and

WHEREAS, the initial waiver period contained within Ordinance No. 408 and reflected in 17.37.030.C of the Clayton Municipal Code expired on June 10, 2010 was extended by the adoption of Ordinance No. 428 by the City Council on July 20, 2010 and expired on June 30, 2013; and

WHEREAS, an additional waiver period contained within Ordinance No. 446 and reflected in 17.37.030.C of the Clayton Municipal Code was approved by the City Council on May 21, 2013 and expired on June 30, 2016; and

WHEREAS, the waiver period was further extended with the adoption of Ordinance No. 462 and reflected in 17.37.030.C of the Clayton Municipal Code by the City Council on June 7, 2016 and expires on June 30, 2019; and

WHEREAS, because only limited development has occurred in the Town Center area since the adoption of Ordinance Nos. 408, 428, 446, and 462, continuing to provide incentive to encourage general development and redevelopment in the Town Center area to projects which conform with the Clayton Town Center Specific Plan remains desirable; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, the City Council received the recommendation of the Planning Commission, the related staff report and other documents, and public testimony concerning the amendment, and determined that the amendment would be in conformance with the General Plan as well as determined that the public necessity, convenience, and general welfare would require adoption of the amendment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAYTON DOES ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are hereby incorporated into this Ordinance.

SECTION 2. The first paragraph of Section 17.37.030.C of the Municipal Code is amended to read in its entirety as follows:

"C. Waiver Period. In order to encourage development of retail, restaurant, office, and personal service uses in the Town Center before June 30, 2022, a waiver period extending through June 30, 2022 is established during which the number of off-street parking and loading spaces required for projects meeting all of the criteria listed in subsections 1-4 below is reduced in accordance with Schedule 17.37.030.D."

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court competent jurisdiction, such invalidity shall not affect other provisions or clauses of this Ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

SECTION 4. Conflicting Ordinances Repealed. Any ordinance or part thereof, or regulations in conflict with the provisions of this Ordinance, are hereby repealed. The provisions of this Ordinance shall control with regard to any provision of the Clayton Municipal Code that may be inconsistent with the provisions of this Ordinance.

SECTION 5. Effective Date and Publication. This Ordinance shall become effective thirty (30) days from and after its passage. Within fifteen (15) days after the passage of the Ordinance, the City Clerk shall cause it to be posted in three (3) public places heretofore designated by resolution by the City Council for the posting of ordinances and public notices. Further, the City Clerk is directed to cause Section 1 of this Ordinance to be entered into the City of Clayton Municipal Code.

SECTION 6. CEQA. The adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

The foregoing Ordinance was introduced at a regular public meeting of the City Council of the City of Clayton, California held on June 4, 2019.

Passed, adopted, and ordered posted by the City Council of the City of Clayton, California at a regular public meeting thereof held on June __, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON

Tuija Catalano, Mayor

ATTEST

Janet Calderon, City Clerk

APPROVED AS TO FORM

APPROVED BY ADMINISTRATION

Malathy Subramanian, City Attorney

Gary A. Napper, City Manager

I hereby certify that the foregoing Ordinance No. 488 was duly introduced at a regular public meeting of the City Council of the City of Clayton, California held on June 4, 2019 and was duly adopted, passed, and ordered posted at a regular public meeting of the City Council held on _____, 2019.

Janet Calderon, City Clerk

CITY OF CLAYTON
PLANNING COMMISSION
RESOLUTION NO. 02-19

ATTACHMENT 2

**RECOMMENDING CITY COUNCIL APPROVAL OF AN ORDINANCE AMENDING SECTION
17.37.030.C (WAIVER PERIOD) OF THE CLAYTON MUNICIPAL CODE FOR THE PURPOSE OF
EXTENDING FROM JUNE 30, 2019 THROUGH JUNE 30, 2022 THE PARKING WAIVER PROVISION
IN THE TOWN CENTER AREA
(ZOA-03-19)**

WHEREAS, Ordinance No. 408 was adopted by the Clayton City Council on June 26, 2007, which provided a waiver period to allow specified reductions for on-site parking for development projects satisfying stated criteria as an incentive for development and redevelopment to occur in Clayton's Town Center area; and

WHEREAS, the initial waiver period contained within Ordinance No. 408 and reflected in 17.37.030.C of the Clayton Municipal Code expired on June 10, 2010 was extended by the adoption of Ordinance No. 428 by the City Council on July 20, 2010 and expired on June 30, 2013; and

WHEREAS, an additional waiver period contained within Ordinance No. 446 and reflected in 17.37.030.C of the Clayton Municipal Code was approved by the City Council on May 21, 2013 and expired on June 30, 2016; and

WHEREAS, the waiver period was further extended with the adoption of Ordinance No. 462 and reflected in 17.37.030.C of the Clayton Municipal Code by the City Council on June 7, 2016 and expires on June 30, 2019; and

WHEREAS, because only limited development has occurred in the Town Center area since the adoption of Ordinance Nos. 408, 428, 446, and 462, continuing to provide incentive to encourage general development and redevelopment in the Town Center area to projects which conform with the Clayton Town Center Specific Plan remains desirable; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, on May 14, 2019, the Clayton Planning Commission held a duly-noticed public hearing on the matter, received and considered testimony, both oral and documentary, and recommended approval to the City Council of the proposed Ordinance to extend the parking waiver for the Town Center for three years until June 30, 2022; and

WHEREAS, the Planning Commission has determined that the proposed amendments to the Clayton Municipal Code do not conflict with and are in general conformance with the City of Clayton General Plan; and

WHEREAS, the adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Clayton, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby recommend City Council approval of the proposed Ordinance to amend the Clayton Municipal Code to extend the parking waiver in the Town Center area for three years, from June 30, 2019 to June 30, 2022, attached hereto as Exhibit A and incorporated herein by this reference.

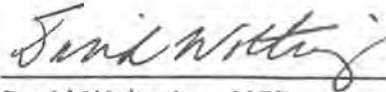
PASSED AND ADOPTED by the Planning Commission of the City of Clayton at a regular meeting on the 14th day of May, 2019.

APPROVED:



Bassam Altwal
Chair

ATTEST:



David Woltering, AICP
Interim Community Development Director

ATTACHMENT

Exhibit A – Draft Ordinance Extending the Parking Waiver in the Town Center Area

ORDINANCE NO. _____

**AN ORDINANCE
AMENDING SECTION 17.37.030.C (WAIVER PERIOD) OF THE CLAYTON MUNICIPAL CODE FOR
THE PURPOSE OF EXTENDING FROM JUNE 30, 2019 THROUGH JUNE 30, 2022 THE PARKING
WAIVER PROVISION IN THE TOWN CENTER AREA
(ZOA-03-19)**

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

THE CITY COUNCIL OF THE CITY OF CLAYTON FINDS AS FOLLOWS:

WHEREAS, Ordinance No. 408 was adopted by the Clayton City Council on June 26, 2007, which provided a waiver period to allow specified reductions for on-site parking for development projects satisfying certain stated criteria as an incentive for development and redevelopment to occur in Clayton's Town Center area; and

WHEREAS, the initial waiver period contained within Ordinance No. 408 and reflected in 17.37.030.C of the Clayton Municipal Code expired on June 10, 2010 was extended by the adoption of Ordinance No. 428 by the City Council on July 20, 2010 and expired on June 30, 2013; and

WHEREAS, an additional waiver period contained within Ordinance No. 446 and reflected in 17.37.030.C of the Clayton Municipal Code was approved by the City Council on May 21, 2013 and expired on June 30, 2016; and

WHEREAS, the waiver period was further extended with the adoption of Ordinance No. 462 and reflected in 17.37.030.C of the Clayton Municipal Code by the City Council on June 7, 2016 and expires on June 30, 2019; and

WHEREAS, because only limited development has occurred in the Town Center area since the adoption of Ordinance Nos. 408, 428, 446, and 462, continuing to provide incentive to encourage general development and redevelopment in the Town Center area to projects which conform with the Clayton Town Center Specific Plan remains desirable; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, the City Council received the recommendation of the Planning Commission, the related staff report and other documents, and public testimony concerning the amendment, and determined that the amendment would be in conformance with the General Plan as well as determined that the public necessity, convenience, and general welfare would require adoption of the amendment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAYTON DOES ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are hereby incorporated into this Ordinance.

SECTION 2. The first paragraph of Section 17.37.030.C of the Municipal Code is amended to read in its entirety as follows:

"C. Waiver Period. In order to encourage development of retail, restaurant, office, and personal service uses in the Town Center before June 30, 2022, a waiver period extending through June 30, 2022 is established during which the number of off-street parking and loading spaces required for projects meeting all of the criteria listed in subsections 1-4 below is reduced in accordance with Schedule 17.37.030.D."

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court competent jurisdiction, such invalidity shall not affect other provisions or clauses of this Ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

SECTION 4. Conflicting Ordinances Repealed. Any ordinance or part thereof, or regulations in conflict with the provisions of this Ordinance, are hereby repealed. The provisions of this Ordinance shall control with regard to any provision of the Clayton Municipal Code that may be inconsistent with the provisions of this Ordinance.

SECTION 5. Effective Date and Publication. This Ordinance shall become effective thirty (30) days from and after its passage. Within fifteen (15) days after the passage of the Ordinance, the City Clerk shall cause it to be posted in three (3) public places heretofore designated by resolution by the City Council for the posting of ordinances and public notices. Further, the City Clerk is directed to cause Section 1 of this Ordinance to be entered into the City of Clayton Municipal Code.

SECTION 6. CEQA. The adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

The foregoing Ordinance was introduced at a regular public meeting of the City Council of the City of Clayton, California held on June __, 2019.

Passed, adopted, and ordered posted by the City Council of the City of Clayton, California at a regular public meeting thereof held on June __, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON

Tuija Catalano, Mayor

ATTEST

Janet Calderon, City Clerk

APPROVED AS TO FORM

APPROVED BY ADMINISTRATION

Malathy Subramanian, City Attorney

Gary A. Napper, City Manager

I hereby certify that the foregoing Ordinance No. 462 was duly introduced at a regular public meeting of the City Council of the City of Clayton, California held on May 17, 2016 and was duly adopted, passed, and ordered posted at a regular public meeting of the City Council held on June 7, 2016.

Janet Calderon, City Clerk

**Minutes
(Excerpt)
Clayton Planning Commission Meeting
Tuesday, May 14, 2019**

5. PUBLIC HEARINGS

- 5.a. **ZOA-03-19; Ordinance Extending the Town Center Parking Waiver; City of Clayton.** Review and consideration of a proposed Ordinance to extend the on-site parking waiver in the Town Center area for three years, from June 30, 2019 to June 30, 2022. The purpose of the proposed extension is to provide incentive to promote development activity in the Town Center area for retail and restaurant land uses.

Interim Director Woltering presented the staff report.

Commissioner Gavidia asked how many parking spaces currently exist in the Town Center.

Interim Director Woltering indicated the following:

- He did not recall the number but the information of existing parking spaces in the Town Center is listed in the Town Center Parking Study. The Director stated he would obtain that information and provide the exact number of parking spaces to the Planning Commission as soon as possible following the meeting.
- Staff has observed no adverse impacts to the availability of parking in the Town Center from new development such as the Flora Square building.
- From staff's perspective, parking currently exists in the Town Center to accommodate potential parking demands of new development.

The public hearing was opened.

Ann Stanaway, 1553 Haviland Place, asked where the Creekside Terrace project site is located in the Town Center.

Chair Altwal indicated that the Creekside Terrace project site is located on the west side of Oak Street between Center Street and High Street near Mitchell Creek.

The public hearing was closed.

Commissioner Gavidia indicated that it might be good for the City to revise the Town Center parking requirements so that the relaxing of the parking requirements (as is the purpose and intent of the parking waiver) could become permanent.

Chair Altwal asked if the City should take a look at an ordinance that would relax the Town Center parking requirements permanently.

Interim Director Woltering indicated the following:

- From staff's perspective, having a monitoring plan with regard to the Town Center parking requirements is beneficial to the community so that the City can analyze the parking involved with each new project that might be proposed in the Town Center.
- Given the different uses in the Town Center ranging from the annual events and activities that this community cherishes to the new development that the City has tried so hard to encourage, the parking waiver (and its ongoing extensions) allows a method for the City to both incentivize development in the Town Center as well as monitor possible parking impacts.

Commissioner Gall moved and Commissioner Gavidia seconded a motion to adopt Resolution 02-19, recommending City Council approval of an Ordinance extending the parking waiver in the Town Center area until June 30, 2022. The motion passed 3-0.

ATTACHMENT 4

17.37.030 - Parking and Loading Space Requirements.

- A. **Parking and Loading Space Schedules.** Off-street parking spaces shall be provided in accordance with Schedule 17.37.030.A. Off-street loading spaces shall be provided for non-residential uses in accordance with Schedule 17.37.030.B or as required by the Planning Commission. References to spaces per square foot are to be computed on the basis of gross floor area unless otherwise specified, and shall include allocations of shared restroom, halls and lobby area, and mechanical equipment or maintenance areas, but shall exclude area for vertical circulation (e.g., stairs, elevators).
- B. **Parking Schedule with Public Parking Easement.** In lieu of the parking space requirements provided in Schedule 17.37.030.A, the number of off-street parking spaces required for projects meeting all of the criteria listed in subsections 1—3 below shall be in accordance with Schedule 17.37.030.C.
 1. The parcel is located within the planning area of the Town Center Specific Plan (as amended).
 2. The project involves new construction and/or addition(s) of retail, restaurant, service, or office uses.
 3. The City Council accepts an offer of a public parking easement from the property owner. The public parking easement allows the general public to park in the off-street parking facility when any business establishment operating on the property is not open for business.
- C. **Waiver Period.** In order to encourage development of retail, restaurant, office, and personal service uses in the Town Center before June 30, 2019, a waiver period extending through June 30, 2019 is established during which the number of off-street parking and loading spaces required for projects meeting all of the criteria listed in subsections 1-4 below is reduced in accordance with Schedule 17.37.030.D.
 1. The parcel is located within the planning area of the Town Center Specific Plan (as amended).
 2. The project involves construction, establishment, and/or addition(s) of retail, restaurant, office, or personal services uses.
 - 3.

A building permit (if required) for the project has been issued within two (2) years of project approval. Construction and a final building permit inspection are completed within one year of the issuance of the building permit. These time periods may be extended once up to six (6) months by the Planning Commission upon a showing of good cause.

- 4. City Council approval is granted for any individual project in which the requirement for more than seventy-five (75) parking spaces is waived.
- D. **Monitoring of Spaces During Waiver Period.** The Director shall monitor the amount of retail, restaurant, office, and personal service development within the planning area of the Town Center Specific Plan (as amended) during the waiver period. The Director shall determine the number of parking spaces which would have been required in accordance with Schedule 17.37.030A. Upon determining that new retail, restaurant, office, and personal service development has occurred or has been proposed, or other reductions in parking space requirements have been granted for which the aggregate number exceeds two hundred (200) reduced spaces, a report shall be presented to the Planning Commission. The Planning Commission shall review the report and make any appropriate recommendations for consideration by the City Council. This report shall include an assessment of the existing parking conditions in the planning area of the Town Center Specific Plan with respect to the availability of public parking, patterns of utilization, and parking needs of future commercial development in Town Center.
- E. **Director Determination.** Where the proposed use classification is not specified herein, the Director shall determine the probable use and the number of parking and loading spaces required. In order to make this determination, the Director may require the submission of survey or other data from the applicant or have data collected at the applicant's expense.

SCHEDULE 17.37.030A	
OFF-STREET PARKING SPACE REQUIREMENTS	
Use Classification	Required Off-Street Parking Spaces
Residential	

Single-Family Dwelling	4 per unit (2 must be fully-enclosed and 2 may be tandem).
Small Lot (<4,000 sq. ft. net lot area, Multifamily General Plan designation)	2 per unit (2 must be fully-enclosed and 1 may be tandem). 0.5 per guest parking per unit.
Duplex Dwelling	2 per unit (1 must be covered and 1 may be tandem). 0.5 guest parking per unit.
Multiple-Family Dwelling	
Studio	1 per unit (covered).
1 Bedroom	1.5 per unit (1 must be covered).
2+ Bedroom	2 per unit (1 must be covered).
> Guest Parking	0.5 per unit.
Second Dwelling Unit	See Section 17.47.020.B.
Group Residential	1 per sleeping room plus 1 per 100 sq. ft. used for assembly purposes or common sleeping areas.
Commercial - Retail	
Building/Garden/Pool Supplies and Sales	1 per 500 sq. ft. of floor area.
Food/Beverage Sales	1 per 250 sq. ft.
Furniture, Appliance, & Household Equipment Sales	1 per 500 sq. ft.

Restaurant and/or Bar:	
On-Site Eating and/or Drinking	Greater of 1 per 75 sq. ft. or 1 per 3 seats.
Take-Out Service	1 per 150 sq. ft.; plus queue space for 5 cars for drive-up service.
Combination On-Site/Take-Out Service	1 per 400 sq. ft. behind counter, plus greater of 1 per 75 sq. ft. in front of counter or 1 per 3 seats.
Entertainment or Dancing	1 per 50 sq. ft. of public assembly area.
Outdoor Seating	No additional spaces for the first 12 seats; 1 additional space per 3 seats for more than 12 seats.
Retail Sales (not listed under another Use Classification)	1 per 250 sq. ft.
Commercial - Services	
Animal Services	1 per 400 sq. ft.
(Grooming, Hospital, Boarding)	
Automotive Services:	
Repairs	4 per service bay.
Rentals	1 per 400 sq. ft. plus 2 storage spaces.
Service Stations	3 per service bay plus 1 per each employee.
Vehicle Storage	1 per 500 sq. ft.

Washing/Detailing	1 per 200 sq. ft. of office/lounge area; plus queue for 5 cars.
Catering Services	1 per 400 sq. ft.
Dry Cleaning Services	2 plus 1 per employee
Maintenance and Repair Services	1 per 400 sq. ft.; plus 1 per 500 sq. ft. of outdoor storage area.
Personal Services (Barber, Beauty Shop)	1 per 250 sq. ft.
Commercial - Office	
Offices:	
Business and Professional	1 per 250 sq. ft.
Medical and Dental	1 per 250 sq. ft.
Financial Services	1 per 250 sq. ft. plus 1.5 spaces per ATM.
Commercial - Other	
Mini-Storage	3 for customer parking at office.
Recreation Facilities:	
Video Arcades	1 per 400 sq. ft.
Dance/Music Studio	1 per 600 sq. ft.

Fitness Studio	1 per 250 sq. ft.
Other Facilities	As specified by approving body.
Tennis/Racquetball	4 per court.
Theaters	1 per 3 fixed seats, or 1 per 50 sq. ft. of assembly area if seats are not fixed.
Visitor Accommodations:	
Bed and Breakfast Inns	1 per guest room, in addition to spaces for the primary residential use.
Hotels/Motels	1 per guest room plus 2 spaces for guest registration plus 1 per 50 sq. ft. banquet seating area.
Care Facilities	
Congregate Care/Convalescent Facilities	0.5 per sleeping room or as specified by use permit.
Day Care	
Family Day Care - Small	No spaces.
Family Day Care - Large	See Section 17.45.030.B.7.
Day Care Center	1 per employee, plus 1 for first 5 children, plus 1 for each additional 10 children thereafter.
Emergency Shelter	As specified by Section 17.36.082.

Residential Care Homes	1 per 3 beds (or as specified by use permit) plus spaces for the primary residential use.
Public and Quasi-Public Facilities	
Clubs and Lodges	1 per 50 sq. ft. used for assembly purposes.
Emergency Medical Facilities	1 per 200 sq. ft.
Government Offices	1 per 250 sq. ft. or as specified by use permit.
Museums, Libraries, Cultural Facilities, Community Centers	1 per 300 sq. ft. or as specified by use permit.
Public Park and Recreation Facilities	As specified by use permit.
Public Safety, Service, and Maintenance Facilities	As specified by site plan review permit or use permit.
Religious Assembly	1 per 3 fixed seats (20" of bench equals 1 seat) or 1 per 50 sq. ft. of assembly area if seats are not fixed.
Schools, Public or Private	1 for each employee; plus 1 for every 100 sq. ft. of classroom.
Utility Facilities	As specified by use permit.

(Ord. 408, 2007; Ord. 410, 2007)

SCHEDULE 17.37.030B OFF-STREET LOADING SPACES REQUIRED	
Gross Floor Area (Sq. Ft.)	Off-Street Loading Spaces/ Size (Width x Length x Vertical Clearance)
Less than 10,000	0
10,000 to 50,000	1 Space (10 ft. x 35 ft. x 14 ft.)
Over 50,000	2 Spaces (12 ft. x 45 ft. x 14 ft.)

SCHEDULE 17.37.030C OFF-STREET PARKING SPACES REQUIRED WITH PUBLIC PARKING EASEMENT	
Use Classification	Required Off-Street Parking Spaces
Retail Sales - 1 st and/or 2 nd Floor	1 per 400 sq. ft.
Restaurant and/or Bar - 1 st and/or 2 nd Floor On-Site Eating and/or Drinking Entertainment or Dancing	Greater of 1 per 125 sq. ft. or 1 per 5 seats. 1 per 75 sq. ft. of public assembly area.
Office - 2 nd Floor	1 per 350 sq. ft.

Commercial Services- 2 nd Floor	1 per 350 sq. ft.
--	-------------------

SCHEDULE 17.37.030D REDUCTION OF REQUIRED PARKING AND LOADING SPACES DURING WAIVER PERIOD		
Parcel Area*	Use Classification	Reduction
≤ 10,000 sq. ft.	Retail Sales/Restaurant - 1 st and/or 2 nd Floor	100%
	Office or Personal Services - 2 nd Floor	100%
> 10,000 sq. ft.	Retail Sales/Restaurant - 1 st and/or 2 nd Floor	75%
	Office or Personal Services - 2 nd Floor	25%


* Parcel Area is that shown on the Assessor's Maps of the Contra Costa County Assessor's Office as of January 1, 2007 (termed "Original Parcels"). Development projects located on parcels created by any subsequent division of the Original Parcels must comply with the requirements applicable to the parcel areas of the Original Parcels.



Agenda Date: 6-04-2019

Agenda Item: 8a

Approved:


Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 04 JUNE 2019

**SUBJECT: CONSIDER THE AWARD OF PROFESSIONAL SERVICES CONTRACT TO
CPS HR CONSULTING FOR EXECUTIVE RECRUITMENT SERVICES FOR
NEXT CLAYTON CITY MANAGER**

RECOMMENDATION

Following report by the Council Ad-Hoc Recruitment Steering Committee of Mayor Catalano and Vice Mayor Pierce to include remarks by Supervising Executive Recruiter Pamela Derby of CPS HR Consulting, it is recommended City Council receive public comment and then adopt a motion to approve and authorize Mayor Catalano to sign a Professional Services Contract with CPS HR Consulting for its provision of executive recruitment services for selection of the next Clayton city manager by the City Council.

BACKGROUND

At the conclusion of its regular public meeting on 02 April 2019, Clayton City Manager Gary Napper informed the City Council of his intent to retire from his employment position at the end of July 2019. The associated Employment Agreement requires a 30-day notice.

At the 16 April 2019 regular public meeting the Clayton City Council discussed and considered its options to recruit and select its next city manager. Direction was provided at that meeting to retain the services of a professional executive recruitment firm to assist the City Council in this key municipal decision. The Clayton City Council established an Ad-Hoc Recruitment Steering Committee comprised of Mayor Catalano and Vice Mayor Pierce to guide the recruitment process, and further instructed the City Manager to solicit proposals from several executive recruiter firms in California for the Ad-Hoc Committee's consideration and recommendation to the full City Council.

EXECUTIVE RECRUITMENT FIRM PROPOSALS

The City Manager contacted four (4) preeminent executive search firms based in California, and each of the four (4) firms readily responded to the opportunity with comprehensive proposals in a timely fashion. The four proposals contained and offered similar scope of services which resulted in the following comparative table of costs for the City:

FIRM	CONSULTING FEE	EXPENSES *	POSSIBLE TOTAL
Avery & Associates Los Gatos, CA	\$ 19,400	\$ 7,000	\$ 26,400
Peckham & McKenney Roseville, CA	-	-	\$ 26,000
CPS HR Consulting Sacramento, CA	\$ 18,000	\$ 7,000	\$ 25,000
Murray & Associates Roseville, CA	\$ 17,500	\$ 7,400	\$ 24,900

* Not to Exceed (cap)

Copies of the four (4) Proposals were provided to members of the Council Ad-Hoc Committee. After review and consideration, the Council Ad-Hoc Committee requested its City Manager to arrange meetings with the principal recruiters of Peckham & McKenney and CPS HR Consulting. During the week of May 20th, the Council Ad-Hoc Committee met with Bobbi Peckham and Pamela Derby, respectively.

The City Manager did not attend those meetings but was subsequently instructed by the Council Ad-Hoc Committee to prepare the necessary contract and staff report for the June 4th public meeting to have the full City Council consider the award of contract for these services to CPS HR Consulting. Attached to this staff report is the Professional Services Contract reviewed and acceptable to CPS HR Consulting along with a copy of its Proposal and Scope of Services.

FISCAL IMPACT

As an unexpected operational expense unknown at the adoption time of the FY 2018-19 City Budget in June 2018, there are no funds budgeted for this purpose and the Clayton City Budget does contain any operational contingency account due to its slim margin of annual revenues and expenses. As a general governmental expense of the municipality, the City's General Fund is the appropriate account to underwrite this expense incurred this fiscal year.

The Budget Message for the recommended Fiscal Year 2019-20 City Budget notes the Finance Manager has calculated a likely General Fund year-end operational excess of approximately \$195,640. It is recommended that year-end anticipated excess be the source of monies to fund this unanticipated need. Regarding professional consultant services, there is no requirement in state or local law to award the contract to the lowest bidder as there is for a public works project.

Attachments: 1. Professional Services Contract [12 pp.]

Exhibit A: CPS HR Consulting [20 pp.]

**CITY OF CLAYTON
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into as June 5, 2019 by and between the City of Clayton, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 6000 Heritage Trail, Clayton, California 94517 ("City"), and CPS HR Consulting, a California Joint Powers Authority with its principal place of business at 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project: Executive Recruitment Services for hiring of the next Clayton city manager by the Clayton City Council (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the professional executive recruitment services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A" on Page fifteen (15)

b. In no event shall the total amount paid for services and not-to-exceed related expenses rendered by Consultant under this Agreement exceed the sum of \$25,000.00. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of

such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Time of Performance.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder within the Consultant proposed Timeline outlined on Page 11 in "Exhibit A." The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care.

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant.

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Consultant.

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability.

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Contract
- (8) Broad Form Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one

insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, the City Council and each member of the City Council, its officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability.

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, the City Council and each member of the City Council, its officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability.

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions).

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required.

(i) The following insurance limits are required for the Agreement:

	<u>Combined Single Limit</u>
Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required.

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required.

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers.

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions.

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor the City Council, nor any member of the City Council, nor any of the officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. To the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's obligations under the above indemnity shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, but shall not otherwise be reduced. If Consultant's obligations to defend, indemnify, and/or hold harmless arise out of Consultant's performance of "design professional services" (as that term is defined under Civil Code section 2782.8), then upon

Consultant obtaining a final adjudication that liability under a claim is caused by the comparative active negligence or willful misconduct of the City, Consultant's obligations shall be reduced in proportion to the established comparative liability of the City and shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. City Material Requirements.

Upon Consultant's receipt of fees due under the Agreement, all studies, reports, documents and other writings prepared by Consultant and its subcontractors, produced as a result of Consultant's work, or delivered by Consultant to City in the course of performing services (collectively, "Work Product") shall become the property of City and City shall have the right to use the materials without further compensation to Consultant or its subcontractors.

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Contra Costa, State of California.

17. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

18. Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

19. Organization.

Consultant shall assign Pamela Derby as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice.

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:

City of Clayton
6000 Heritage Trail
Clayton, CA 94517
Attn: Mayor

CONSULTANT:

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
Attn: Pamela Derby
Supervising Executive Recruiter

and shall be effective upon receipt thereof.

22. Third Party Rights.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which is not incorporated herein, and that any other agreements shall be void. This Agreement may not be

modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability.

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

26. Successors and Assigns.

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver.

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

28. Time of Essence.

Time is of the essence for each and every provision of this Agreement.

29. City's Right to Employ Other Consultants.

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests.

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF CLAYTON
AND CPS HR CONSULTING**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITY OF CLAYTON, CA

CPS HR CONSULTING

By: _____
Tuija Catalano
Mayor

By: _____
Melissa Asher
Senior Leader, Products and Services

ATTEST:

By: _____
Janet Calderon
City Clerk

PROPOSAL

City of Clayton

Executive Recruitment Services for City Manager

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3358
masher@cpshr.us
Tax ID: 68-0067209
www.cpshr.us



Your Path to Performance

April 22, 2019

Gary A. Napper
City of Clayton
600 Heritage Trail
Clayton, CA 94517-1250

Submitted via email to: gnapper@ci.clayton.ca.us

Subject: Executive Recruitment Services for City Manager

Dear Mr. Napper:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the City of Clayton (City) with the recruitment of a new City Manager. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services. We have worked with agencies of all sizes and possess extensive experience with agencies such as the City of Clayton.

Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for the Mayor, City Council and organization and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the City to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, please contact **Melissa Asher** at masher@cpshr.us or (916) 471-3358.

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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Appendix A: Sample Brochure 17

About CPS HR Consulting

CPS HR Consulting (CPS HR) has been assisting organizations with their talent management needs for 34 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America.

CPS HR's core competency is its knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR is a public agency governed by regulations and public sector concerns. We understand what it is to work with and within government. Unlike other public sector organizations, CPS HR is self-supporting. We employ the strategy, innovation, and flexibility found in the private sector to the client's advantage. CPS HR's unique position in the public arena attracts professionals from both public and private sectors who are driven to help the client reach its organization's vision and mission. We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization "where it is" while also moving it to the next level.

With more than 120 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Atlanta, GA; Austin, TX; Littleton, CO; and Orange County, CA.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through *more than 17 years* of placing top and mid-level executives in public agencies throughout the United States.

■ **Unmatched Recruitment Experience for Government Agencies**

CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.

■ **Seasoned Executive Recruiters**

Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.

■ **Detailed Needs Assessments**

We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.

■ **Vast Pool of Public Agency Contacts**

CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.

■ **Success Recruiting Non-Job Seeking Talent**

We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.

■ **Diversity Sensitivity**

CPS HR encourages applicant diversity and incorporates a variety of activities to attract the best available candidates. We have successfully recruited and placed minority and female candidates for a variety of executive-level positions.

■ **Cost Effective**

The combination of CPS HR’s seasoned recruitment management and highly qualified staff enable us to reliably deliver successful results on time and on budget.

■ **Satisfied Clients**

Our executive search client satisfaction rating averages 4.6 on a scale of 5. While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.

■ **Strong Base of Repeat Clients**

We make sure we understand our client’s challenges and customize our process to fit their needs. As a result, we have a long and growing list of returning clients who seek our services for multiple engagements.

- **Retention/Success Rate.** CPS HR continues all executive recruitments until a candidate is placed. Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

- **Broad Experience with Similar Recruitments.** Following is a partial list of city/county executive recruitments within the past four years.

Agency	Title	Year Completed
City of Columbia (MO)	City Manager	Current
City of Manitou Springs (CO)	City Manager	Current
City of Union City (CA)	City Manager	Current
City of Carson (CA)	City Manager	Current
County of Skagit (WA)	County Administrative Officer	Current
Town of Paradise Valley (AZ)	Town Manager	2019
City of East Palo Alto (CA)	City Manager	2019
City of Richmond (CA)	City Manager	2018
City of Woodland Park (CO)	City Manager	2018
City of Modesto (CA)	City Manager	2018
Churchill County (NV)	County Manager	2018
City of Sacramento (CA)	Assistant City Manager	2018
County of San Luis Obispo (CA)	City Manager	2018

*Proposal to the City of Clayton
Executive Recruitment Services for City Manager*

Agency	Title	Year Completed
City of Glendale (CA)	City Manager	2018
City of Goodyear (AZ)	City Manager	2018
County of Imperial (CA)	County Executive Officer	2018
Town of Oro Valley (AZ)	Town Manager	2017
Town of Los Gatos (CA)	Assistant Town Manager	2017
City of San Marino (CA)	City Manager	2017
City of Santa Ana (CA)	City Manager	2017/2019
City of Avalon (CA)	City Manager	2016
City of Albany (OR)	City Manager	2016
City of Boulder (CO)	Deputy City Manager	2016
City of Anaheim (CA)	City Manager	2015
City of Garden Grove (CA)	City Manager	2015

Our Approach

Key Stakeholder Involvement

The City Council must be intimately involved in the search for a new City Manager. For this reason, our approach assumes their direct participation in key phases of the search process. Additionally, at the discretion of the City Council, other key stakeholders may also be invited to participate in focus group sessions or round-table meetings to provide input for the development of the candidate profile.

City's Needs

A critical first step in a successful executive search is for the City Council to define the professional and personal qualities required of the City Manager. CPS HR has developed a very effective process that will permit the City Council to clarify the preferred future direction for the City; the specific challenges the City is likely to face in achieving this future direction; the working style and organizational climate the City Council wish to establish with the City Manager; and ultimately, the professional and personal qualities required of the City Manager.

In addition, should the City Council desire stakeholder engagement, CPS HR is poised to develop a robust process that allows for maximum participation and feedback. A recent example is the current City Manager recruitment for Columbia MO where we spent three days interviewing more than 30 groups/individual stakeholders ranging from business, non-profits, education, and the like, conducted two open community meetings and deployed an on-line survey that garnered more than 500 responses.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new City Manager. We will contact the City Council and the newly appointed City Manager within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

Our Process

Our proposed executive search process is designed to provide the City with the full range of services required to ensure the ultimate selection of a new City Manager uniquely suited to the City's needs.



Phase I: Our consultant will meet with the City Council, City Staff, and other City representatives to ascertain the City's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the City.

Phase II: The recruitment process is tailored to fit the City's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the City. CPS HR will work with the City Council to determine the process best suited to the City of Clayton.

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 - Develop Recruitment Brochure

The first step in this engagement is a thorough review of the City's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders

to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new City Manager. Activities will include:

- Identifying key priorities for the new City Manager and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the City Council wishes to establish with the City Manager.
- Generating lists of specific competencies, experiences, and personal attributes needed by the new City Manager in light of the discussions above.
- Discussing recruitment and selection strategies for the City Council's consideration to best produce the intended results.

CPS HR will provide a summary to the City stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the City for review prior to printing. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cps hr.us/search.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 – City Council Selects Finalists

CPS HR will prepare, submit for your approval, and publish advertisements (which will include a direct link to your brochure) in appropriate magazines, journals, newsletters, job bulletins, social media, and websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

- Careers in Government
- ICMA
- California City News
- National League of Cities
- National Forum for Black Public Administrators
- LinkedIn
- League of California Cities
- California City Municipal Foundation
- Local Government Hispanic Network
- Women Leading in Government
- Municipal Management Association Northern/Southern California
- International Network of Asian Public Administrators

Within the past three years, more than 40% of our executive level placements have been minority and/or female candidates.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the City Manager brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the City. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the City or continuing to ensure the public confidence in the integrity of the City.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the City is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the City Council. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the City Council to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Employment Agreement Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the City to review this process and discuss the City's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the City. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the City with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the City wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the City. A written (anonymous) summary of the reference checks is provided to the City.

- **Conduct Background Checks:** We will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the City for further review.
- **Employment Agreement Negotiation (if requested):** The consultant will be prepared to assist in the negotiation of an employment agreement, working with the City Council and the City's Legal Counsel to identify terms of employment that are agreeable to both parties. Legal Counsel would draft the employment contract for final approval by the City Council. CPS HR is well aware of the latest market trends and standards that competitive candidates will expect.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new City Manager can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/ Candidate Profile	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads			➤													
Aggressive Recruiting							➤									
Final Filing Date							➤									
Preliminary Screening										➤						
Present Leading Candidates											➤					
Interviews														➤		
Reference/ Background Checks															➤	
Appointment																➤
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Our Executive Recruitment Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Ms. Pam Derby will act as your project manager and be assisted by Mr. Josh Jones and Mr. Andrew Nelson. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the City.

Role/Project Assignment	Name	Phone	Email
Supervising Executive Recruiter/Project Manager	Pamela Derby	916-471-3126	pderby@cpshr.us
Executive Recruiter	Josh Jones	916-471-3301	jjones@cpshr.us
Executive Recruiter	Andrew Nelson	916-471-3329	anelson@cpshr.us

Team Biographies

Pamela H. Derby, Supervising Executive Recruiter, Project Manager

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of Information technology in addition to specialized support positions. Ms. Derby is currently conducting the City Manager recruitment for Columbia MO in addition to supervising CPS HR's Executive Recruitment Team. In 2018-19 successful Bay Area recruitments included the City of Richmond (City Manager) and the Metropolitan Transportation Commission (Executive Director).

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Prior to her local government service, Ms. Derby served in the private sector and with several non-profit lobbying associations. She was responsible for the management of several large consumer groups.

Josh Jones, Executive Recruiter

Josh Jones brings nearly ten years of public sector experience to his role as Executive Recruiter at CPS HR Consulting. He holds a Master's degree in Public Administration from the University of Kansas and has worked with both cities and counties in such high-level roles as City Manager and Deputy CAO. With this direct professional experience, Mr. Jones brings a practitioner's touch to recruitments and understands the unique needs of clients whether they are elected officials or management staff. Combining this knowledge with a sincere interest in the client's success, he ensures an exceptional level of service and satisfaction.

Utilizing his extensive professional network and data-driven recruiting techniques, Mr. Jones successfully sources high-quality candidates for both urban and rural clients in a wide variety of public sector fields including city and county management, housing, transit, social services, emergency communications, public safety, utilities, finance, municipal law, and more. He fosters genuine relationships and enjoys enriching the professional lives of clients and candidates alike through his recruitment services.

Mr. Jones has just completed the City Manager recruitment for the City of East Palo Alto and is currently conducting the City Manager search for Union City.

Andrew Nelson, Executive Recruiter

Andrew Nelson brings an extensive background in government service to his role as Executive Recruiter at CPS HR Consulting through city administration, transportation planning, and court management as well as professional recruiter training from the U.S. military.

Mr. Nelson has significant experience with recruitments of professional and management positions for the public sector. Prior to joining CPS HR Consulting, Mr. Nelson served as City Administrator for the City of Kemmerer, WY and as director of the Casper Area Metropolitan Planning Organization. This hands-on experience gives Mr. Nelson perspective to the mindset and needs of senior public officials recruiting open positions.

Beyond recruitment, his duties included comprehensive administration of their human resources policies. This consisted of assessing job performance, approving job descriptions and their associated revisions, revising employee policies, leading collective bargaining negotiations for the city, assessing and investigating risk management claims, and continuing training for all employees.

Additionally, Mr. Nelson currently serves the United States Coast Guard as an Auxiliary Recruiter. His role is to provide a local presence in Las Vegas for the regional office in Phoenix. He received formal training in recruitment, including sales, marketing, and interviewing skills at the Coast Guard Training Center Cape May (New Jersey) and has received an Auxiliary Sustained Service award and a Coast Guard Meritorious Team Commendation as a direct result of his recruiting efforts.

References

Provided below is a partial list of clients we have recently worked with in providing executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
Metropolitan Transportation Commission 375 Beale Street, Suite 800 San Francisco, CA 94105 Executive Director (2019)	Jake MacKenzie, Chair (707) 548-3419 blumacjazz@aol.com
City of Richmond 450 Civic Center Plaza Richmond, CA 94804 City Manager (2018)	Alex Knox, Mayor's Chief of Staff (510) 621-1302 Alex_knox@ci.richmond.ca.us
City of East Palo Alto 2415 University Avenue East Palo Alto, CA 94303 City Manager (2018)	Lisa Gauthier, Mayor (650) 387-4584 lgauthier@cityofepa.org
Town of Paradise Valley 6401 E Lincoln Drive Paradise Valley, AZ 85253 Town Manager (2018)	Jerry Bien-Willner, Vice Mayor (480) 442-3532 jbienwillner@paradisevalleyaz.gov

Professional Fees and Guarantee

Professional Services

Our professional fixed fee covers all CPS HR services associated with **Phases I, II, and III** of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the City with finalist selection, and facilitate candidate interviews.

Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and *we will work proactively with the City to ensure that dollars being spent for expenses are in keeping with the City's expectations*. Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes a background check on the selected finalist candidate.

Professional Fixed Fee & Reimbursable Expenses*	
Professional Services Full Recruitment (Fixed Flat Fee)	\$18,000
Reimbursable Expenses <u>Approximate</u> recruitment costs include: <ul style="list-style-type: none"> ■ Brochure Design and Printing ■ Advertising ■ Background check for one candidate ■ Other recruitment expenses such as supplies, travel, and shipping 	NTE \$7,000
Not-to-Exceed Total	\$25,000

*Professional fees and reimbursable expenses would be billed and paid monthly.

Optional: Recruitment Video

In addition to the standard recruitment brochure, CPS HR can develop a recruitment video to attract a wider range of applicants. More than 63% of organizations are now using visual media to attract the attention of job seekers, convey the culture of the organization, and effectively expand the talent pool. For this approximately three-minute video, CPS HR will arrive onsite to film footage of the work place and community, as well as conduct onsite interviews with selected employees. This video is optional and costs **\$3,500**, raising the Not-to-Exceed Total to **\$28,500**.

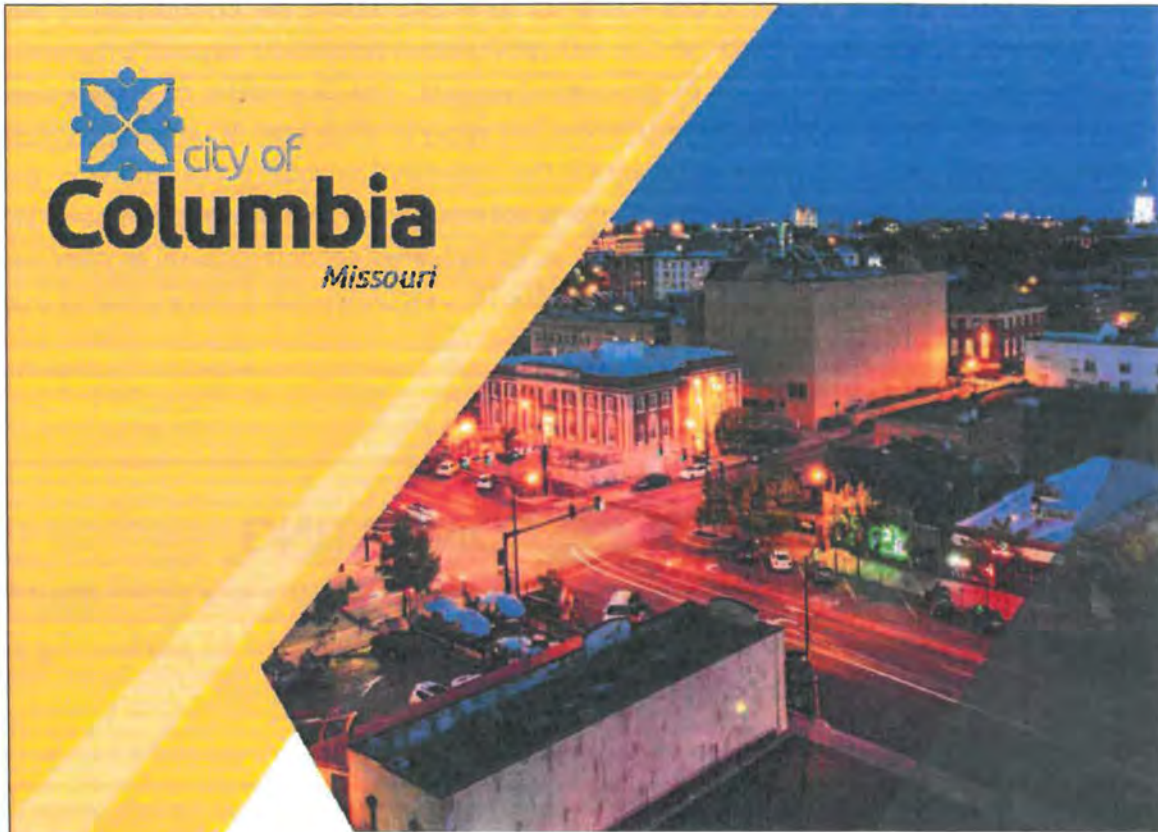
One-Year Guarantee

If the employment of the candidate selected and appointed by the City as a result of a full executive recruitment (Phases I, II, and III) comes to an end before the completion of the first year of service, CPS HR will provide the City with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the City of Clayton in this important endeavor.

Appendix A: Sample Brochure



The image shows a sample brochure for the City of Columbia, Missouri. The top left features the city's logo, which consists of a blue square with a white geometric pattern, followed by the text "city of Columbia Missouri". The background of the brochure is a night-time photograph of a city street scene with illuminated buildings and streetlights. A large yellow diagonal graphic element is on the left side.

City Manager

Our Mission: To serve the public through democratic, transparent and efficient government.

Become Part of a Community

Often described as vibrant, diverse, innovative and progressive, the City of Columbia is centrally located in the heart of Missouri. Columbia is the county seat of Boone County and is 130 miles from both St. Louis and Kansas City. The state capital of Jefferson City is just 26 miles to the south. Founded in 1812, Columbia is now Missouri's fourth largest and fastest growing city, with a population of approximately 122,000, plus an influx of non-resident students.

Originally an agricultural town, today the city is known for its quality and high quality of life. The city enjoys an active economy powered by education, healthcare and financial services. As the hub of Missouri's higher education, Columbia is home to the second oldest university college in the country—St. Louis College (1818), the state's largest higher education institution—the University of Missouri (1820), as well as Columbia College (1821). Several large companies have headquarters in Columbia including Shiner Insurance, Veterans United Home Loans (No. 23 in Fortune Magazine's 100 Best Companies to Work For and NFA Oil). There is also a strong presence of entrepreneurs and small businesses that thrive in the community. Columbia is a regional healthcare powerhouse driving medical innovation through the University of Missouri Health Care system, Boone Hospital Center, and Hays S. Truman Memorial Veterans Hospital. Columbia's strong economic base, community-oriented environment, and college town atmosphere continues to attract new residents and new investments.

Columbia's downtown, called "The District," offers an exciting mix of unique restaurants, specialty stores, art galleries and coffee shops. The District has over 70 restaurants and bars to choose from and boasts over 45 live performances every week in an eclectic mix of venues. Inevitably Historic Missouri Theatre, the Blue Note and Capitol Square. Academic office buildings state-of-the-art, plus as well as the beautiful historical architecture, sidewalk cafes and street musicians.

Vision

Columbia is the best place for everyone to live, work, learn and play.



Another vibrant scene is the annual Missouri State Fair, one of the largest in the country. The fair is held in Columbia, Missouri, and is a major attraction for residents and visitors alike. The fair features a wide variety of exhibits, including agricultural displays, educational exhibits, and entertainment. The fair is held in the heart of Columbia, Missouri, and is a major attraction for residents and visitors alike. The fair is held in the heart of Columbia, Missouri, and is a major attraction for residents and visitors alike.

Columbia is also known for its beautiful parks and green spaces. The city has several parks, including the largest in the state, the Harry S. Truman Memorial Veterans Hospital. The city is also known for its beautiful parks and green spaces. The city has several parks, including the largest in the state, the Harry S. Truman Memorial Veterans Hospital. The city is also known for its beautiful parks and green spaces.

To learn more go to www.columbia.gov

City Government

The City of Columbia's current government was established by a home rule charter adopted by voters on March 29, 1949, which established a Council-Manager form of government. The City Council is made up of seven members, including six members elected by each of Columbia's six single-member wards, plus an at-large Mayor, who is elected by all city voters. They are elected to staggered three-year terms.

Columbia is a full-service city that, in addition to typical municipal services, also provides all utility services including electric, water, solid waste, sewer and stormwater. Plus, the City provides public health and human services, public transportation and manages a growing municipal airport. The fiscal year 2019 budget is approximately \$431.9 million for all services and includes 1,307 permanent full-time employees.

To view the proposed budget click [here](#) or visit Columbia.gov and search "2019 budget."



Core Values


- **Service** - We exist to serve the City of Columbia community.
- **Communication** - We listen and we speak with our employees and among communities.
- **Continuous Improvement** - We value feedback through planning, learning and innovation.
- **Integrity** - Our employees are ethical, fair, honest and accountable.
- **Transparency** - We strive to make our decisions, our actions and our performance visible to the community.
- **Stewardship** - We are responsible with the community's resources and assets.


City Manager

Appointed by and serving at the pleasure of the City Council, the City Manager acts as the chief executive officer for the City of Columbia government. She provides strategic guidance and leadership for all City functions and services. The City Manager will:

- Plan, manage, and assign initiatives, tasks, and activities of major City departments, providing supervision and executive guidance in departmental methods as needed.
- Oversee the development of strategic goals and policies for the expansion and improvement of City services.
- Coordinate the evaluation of City programs and provide feedback.
- Direct the preparation and execution of the City budget and make budgetary recommendations to the City Council.
- Prepare annual reports on the progress and development of City programs and projects.
- Coordinate City functions and communications with other local and state government agencies.
- Communicate with the general public and other governmental organizations in a robust print and broadcast media market.

During a series of discussions with the Mayor, City Council, community and business leaders, and open community forums, a portrait of the City's Ideal Candidate emerged. The descriptors included:





Opportunities

- 2. While the next City Manager will inherit a knowledgeable, seasoned staff, focus is on guiding their transition into this role. There will also be opportunities to attract and assemble the dedicated team of staff members.
- 2. Attracts large business, including in Columbia and creating more jobs. The University of Missouri Research Biosciences Center is the largest research center in the United States and produces radiopharmaceuticals in nuclear medicine. The FedEx Retail Logistics, LLC, is bringing their radiopharmaceutical production facility to Columbia, which will include new jobs. Additionally, large employers like Aarons Organic Dairy and American Outdoor Brands are actively hiring.
- 2. After years of tremendous growth in smart and services, Columbia Regional Airports is about to embark on a new, voter-approved replacement of the Airport Terminal. This expansion is one of the City Council's highest priorities.
- 2. The City of Columbia is currently in the final year of their 2016-2019 Strategic Plan and it represented the City's effort toward the common goal of making Columbia a place where all families, citizens, and businesses flourish. The next City Manager will figure greatly in the City's next planning effort.

Ideal Candidate

The City of Columbia is seeking an experienced and visionary leader who values and engenders transparency, equity and inclusion, and open and honest communication. The successful candidate will lead the City's commitment to cultural, racial and social equity as well as economic and professional diversity. The ideal candidate will bring experience in a diverse mid- to large size city that offers an array of municipal services and has embraced innovation strategies to continue to grow those services while dealing with the realities of municipal budget constraints. This fiscally savvy, business-minded individual will be dedicated to the improvement of City services across all sectors of the population. Additionally, the successful candidate will be a bridge builder who embraces collaborative partnerships, and will use these relationships to improve services and create efficiencies through the implementation of strategic objectives. The new City Manager will possess the emotional intelligence necessary to effectively lead and manage a diverse, high-performing staff, and the political aptitude to anticipate and plan for waves of change. Exceptional communication skills and a leadership presence, both within the organization and in the community, supported by tangible accomplishments, are expected.

Additional characteristics/experience/identifiers providing value:

- 2. Experience with and embrace of Community Oriented Policing.
- 2. An appreciable demeanor and engagement with an involved citizenry.
- 2. Significant experience in media relations, messaging, and strategy as well as the ability to communicate transparently on an active print and broadcast media market.
- 2. Dedication to the process of realizing economic prosperity for the entire community and addressing social inequities.
- 2. Experience collaborating with a major college or university.
- 2. A background in fast-growing communities balancing development with smart-growth principals.
- 2. Believe the City Manager is a viable community member and values our participation.
- 2. Possess practical business acumen combined with an awareness of the progressive nature of Columbia politics.

Columbia seeks an experienced and visionary leader who values and engenders transparency, equity and inclusion, and open, honest communication.



Education and Experience

The ideal candidate will possess no less than 10 years of increasingly responsible experience performing complex budgetary, financial, policy and organizational analysis duties. Experience working directly with an elected council or board in a comparably sized organization is preferred. A Bachelor's degree in business, public administration or a related field is desirable with a Master's degree preferred.

Compensation

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate.

Accolades

- 2. **Honors Light Campaign** Municipal Quality Index for 2016, the City of Columbia ranked an all-star among all 100 largest cities in Missouri on the Honors Light Campaign Municipal Quality Index. The Index is one that supports the City and community towards the 2020 community.
- 2. **Health Rankings** Ranked 10th in the country in 2016 to rank a number of the healthiest counties in the state as the annual County Health and Inequality, which rates counties on a variety of health, social health and education factors. Columbia's health is determined outside their county's ZIPs, by both their behavior and their environment. In 2016, Boone County ranked No. 1 in health outcomes and No. 2 in health factors.
- 2. **The 100 Best Places to Live in 2016**, Healthiest selected Columbia as No. 21 in their list of Top 100 Best Places to Live. Columbia was chosen due to quality of life features like a strong healthcare system, thriving downtown and appealing trail system.
- 2. **Top 100 Best Places to Live** Opportunities in 2017, SmartScore ranked Columbia as the 10th best city for lower income people. Columbia was ranked as one of the 100 best cities in the country with a score of 2.96, 10th of 21 cities among the 100 cities analyzed.
- 2. **The 2017 College Towns in America**, Edmentum ranked Columbia as the 10th best 2017 list of "The 2017 College Towns in America".
- 2. **Best Places for Working Women**, Columbia ranked the No. 4 spot in SmartAssets' 2017 list of best cities for working women. It was the second most in a row that Columbia was listed in the top 10.





Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Friday, April 5, 2019**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://secure.cpshr.us/escandidate/JobDetail?ID=437>



For further information contact:

Pam Derby

Andrew Nelson

CPS HR Consulting

(916) 263-1401

E-mail: pderby@cpshr.us

E-mail: anelson@cpshr.us

Website: www.cpshr.us

Resume will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



Agenda Date: 6-04-2019

Agenda Item: 8b

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 04 JUNE 2019

**SUBJECT: APPROVAL OF A 1-YEAR MEMORANDUM OF AGREEMENT (MOA)
CLAYTON UNDESIGNATED MISCELLANEOUS CITY EMPLOYEES UNIT**

RECOMMENDATION

It is recommended the City Council adopt the attached Resolution authorizing and approving a 1-year Memorandum of Agreement (MOA) with the Clayton Undesignated Miscellaneous City Employees Unit regarding certain terms and conditions of their employment and compensation with the City of Clayton, effective 01 July 2019 and continuing through 30 June 2020 (FY 2019-20).

BACKGROUND

In July 2016 the City Council approved a 3-year Agreement with the Clayton Undesignated Miscellaneous City Employees Unit ("Unit"). That action was pursuant to California state laws that require a public employer and each of its organized or undesignated collective bargaining units, to meet and confer, or consult (respectively), over terms and conditions of employment and compensation (ref. *Government Code Section 3500*, et. seq.; also known as the Meyers-Millias-Brown Act). That 3-year Agreement is set to expire on 30 June 2019.

The Miscellaneous City Employees Unit comprises sixteen (16) city employees with wide ranges of field disciplines, education, and credentials. It includes all of the City's department heads (including the Chief of Police), City Maintenance personnel, finance, human resources, community development/planning, and City Hall and Police Station support staff. It does not include the City Manager.

MEET AND CONSULT DISCUSSIONS

In anticipation of the upcoming expiration of its MOA, authorized representatives of this Unit met with the City Manager on 25 April 2019 to open a dialogue on its membership's interest pertaining to continuance of terms and conditions regarding salary and compensation/benefits with the City. After a mutual exchange of initial proposals and further conversation with its Unit, the City Manager met with the Clayton City Council in a duly-noticed closed session at its regular public meeting on 07 May 2019 to consider the Unit's proposals and to receive labor negotiations instructions.

A subsequent meeting was held between the parties. Shortly thereafter on 14 May 2019, the representatives informed the City Manager the City's proposed terms and conditions had been approved by this Unit for a one (1) year agreement during FY 2019-20 consistent with the instructions received by the City's designated labor negotiator (City Manager). That accord now results in the requirement for City Council public approval of a new and revised Memorandum of Agreement (MOA).

SUMMATION OF NEW AGREEMENT

The parties have agreed to a one (1) year Agreement on the essential terms and conditions of employment covering Fiscal Year 2019-2020, commencing 01 July 2019 through 30 June 2020. The only change is as follows

► (note: dollars reflect employer's full cost, not what employees actually receive in pay or benefit)

ITEM	FY 2019-20	TOTAL COST	GENERAL FUND SPLIT	ENTERPRISE FUNDS SPLIT
Cost of Living Adjustment (COLA) to salary ranges of all Job Classifications in Unit	4.25%	\$59,481	\$45,426	\$14,055

All other terms and conditions contained in the expiring base Memorandum of Agreement (MOA) remain in full force and effect.

For internal and external comparisons, the Clayton Police Officers Association (POA) will receive a 4.5% COLA in FY 2019-20 (already incorporated into the proposed City Budget), and the April 2018 – April 2019 Consumer Price Index (CPI) increase (SF-Bay Area All Urban Consumers) was 4.01%

FISCAL IMPACT

As noted above the 1-year Agreement represents a projected cost to the City of \$59,481 during the operation of FY 2019-20. The proposed City Budget incorporates compensation levels reflecting the incumbents in the associated job classifications at the time and has not been adjusted for recent attrition of personnel experienced during the last several months.

**A RESOLUTION APPROVING A ONE (1) YEAR
MEMORANDUM OF AGREEMENT WITH THE CLAYTON
UNDESIGNATED MISCELLANEOUS CITY EMPLOYEES UNIT
EFFECTIVE THE FISCAL YEAR OF 2019-2020**

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

WHEREAS, pursuant to *California Government Code* section 3500, et. seq., the City of Clayton and the Clayton Undesignated Miscellaneous City Employees Unit ("Unit") have a mutual duty under state law to meet and consult in good faith regarding certain matters including, but not limited to, wages, hours, and terms and conditions of employment with the City; and

WHEREAS, at its 05 July 2016 regular public meeting, the Clayton City Council adopted Resolution No. 38-2016 approving a three (3) year Memorandum of Agreement (MOA) with the Clayton Undesignated Miscellaneous City Employees Unit setting certain terms and conditions of employment and compensation effective the Fiscal Years 2016-2017 through 2018-2019; and

WHEREAS, in anticipation of said MOA to expire on 30 June 2019, authorized representatives of the Unit met with the City's designated labor negotiator (City Manager) on 25 April 2019 and again several business days later to converse on matters of mutual interest to members of this Unit and the employer concerning terms of employment and compensation; and

WHEREAS, at its regular public meeting on 07 May 2019 the City Council met in a duly-noticed and authorized closed session to consider the proposals of this Unit and to instruct its labor negotiator (City Manager) accordingly; and

WHEREAS, each party has duly reviewed and considered respective proposals and offers by the other during the time period since 07 May 2019 to the result thereof the authorized representatives of each party to the aforementioned negotiations have reached mutual agreement to set forth a new one (1) year Memorandum of Agreement (MOA), effective 01 July 2019, that encompasses the full and complete terms and conditions reached between the parties as a result of said good faith negotiations; and

WHEREAS, the proposed Memorandum of Agreement (MOA), contained and described in its entirety as "Exhibit 1" attached hereto and incorporated herein by reference to this Resolution, was duly presented to the current membership of the Miscellaneous City Employees Unit whereby its authorized Unit representatives did subsequently communicate to the City Manager on 14 May 2019 of its Unit's approval of the final negotiated deal points and of its ultimate ratification of the new MOA ("Exhibit 1"), witnessed by the signatures of its authorized Unit representatives therein; and

WHEREAS, the City Manager, as the City Council's designated labor negotiator, does herein recommend approval of the proposed one (1) year Memorandum of Agreement as outlined in its entirety as "Exhibit 1" and does represent it is consistent with instructions provided thereof.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby accept, adopt and approve the 1-year Memorandum of Agreement (attached hereto as "Exhibit 1") by and between the City and the Clayton Undesignated Miscellaneous City Employees Unit for the term thereof effective the Fiscal Year of 2019-2020 commencing on 01 July 2019, and does hereby authorize and instruct its City Manager to implement the agreed-upon terms and conditions accordingly.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 4th day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Tuija Catalano, Mayor

ATTEST:

Janet Calderon, City Clerk

**TERMS AND CONDITIONS OF EMPLOYMENT FOR
THE UNDESIGNATED MISCELLANEOUS CITY EMPLOYEES
UNIT EFFECTIVE THE FISCAL YEAR OF 2019-2020**

ARTICLE 1: PREAMBLE

This agreement, pursuant to the State of California Government Code Section 3500 et seq., entered into by the City of Clayton, hereinafter referred to as "City", and its Undesignated Miscellaneous City Employees, hereinafter referred to as "Unit", is hereby effective 01 July 2019 through 30 June 2020.

It is the intent and purpose of this document to set forth the understanding and agreement of the parties reached as a result of meeting and consulting in good faith regarding, but not limited to, matters relating to wages, hours, and terms and conditions of employees represented by the Unit. Any and all other employment matters not contained in this document are applicable as found in the City's "Personnel System and Guidelines" dated March 1993.

ARTICLE 2: GROUP DESCRIPTION

The following job classifications are members of this Unit for purposes of the agreements in this document:

- Job Classifications
- Accounting Technician
- Assistant Planner
- Assistant to the City Manager
- City Clerk/HR Manager
- Chief of Police
- Community Development Director
- Finance Manager
- Maintenance Supervisor
- Maintenance Worker II
- Maintenance Worker I
- Office Assistant/Code Enforcement Officer
- Police Administrative Clerk
- Police Office Coordinator
- Senior Maintenance Worker

ARTICLE 3: PERSONNEL FILES

The City's secured personnel files, maintained in the City offices, are not subject to public inspection. Any employee has the right to inspect their own personnel file. An employee has the right, in accordance with law, to respond in writing to anything contained or placed in their own personnel file and any such response(s) shall become part of their personnel file.

ARTICLE 4: WORK HOURS

The work period (hours) for classifications and corresponding compensation in this Unit will be eighty (80) work hours in a bi-weekly (14-day) work period.

Any employee in this Unit scheduled to regularly work less hours than the defined work period shall receive a corresponding pro-rated portion of the monthly compensation and employee benefits outlined in Articles 5, 6 and 8 below.

ARTICLE 5: COMPENSATION

Section 5.1 Wages

A. Effective 01 July 2019, the monthly base salary ranges for the following job classifications shall be increased by 4.25% and become:

<u>Classification</u>	<u>Merit Steps</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Accounting Technician	\$4,698	\$4,932	\$5,179	\$5,438	\$5,710
Office Assistant/ Code Enforcement Officer	\$3,910	\$4,106	\$4,312	\$4,528	\$4,754
Assistant to the City Mgr.	\$6,768	\$7,107	\$7,462	\$7,835	\$8,227
Chief of Police	\$9,787	\$10,276	\$10,790	\$11,329	\$11,895
City Clerk/HR Manager	\$5,994	\$6,295	\$6,609	\$6,940	\$7,287
Community Development Director	\$9,100	\$9,555	\$10,032	\$10,533	\$11,060
Police Admin. Clerk	\$3,910	\$4,106	\$4,312	\$4,528	\$4,754
Finance Manager	\$9,100	\$9,555	\$10,032	\$10,533	\$11,060
Maintenance Supervisor	\$5,714	\$6,000	\$6,300	\$6,615	\$6,945
Senior Maintenance Worker	\$4,714	\$4,950	\$5,197	\$5,456	\$5,730
Maintenance Worker II	\$4,302	\$4,517	\$4,743	\$4,981	\$5,230
Maintenance Worker I	\$3,902	\$4,097	\$4,302	\$4,517	\$4,743
Assistant Planner	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287
Police Office Coordinator	\$4,419	\$4,106	\$4,312	\$4,528	\$4,754

In no event shall a merit step increase be earned or granted beyond Step E of this Agreement.

ARTICLE 6: MEDICAL, DENTAL, AND LIFE/ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE

Section 6:1 City Contribution to Medical and Dental Insurance Premiums

The maximum monthly City premium contribution for medical and/or dental insurance coverage for regular, full-time members of this Unit shall be paid by the City in accord with the following employee subscription enrollment schedule.

A. The City's maximum premium contribution to employee-enrolled medical and dental insurance coverage shall be as follows:

1. Medical Insurance (thru CalPERS' Public Employees' Medical and Hospital Care Act).

During the term of this Agreement, the City's maximum monthly co-pay contribution specified below is benchmarked to the least costly medical insurance premium offered between Blue Shield Net Value HMO or Kaiser Permanente plans. Should a member of this Unit elect to enroll in a CalPERS medical insurance plan with a corresponding monthly premium higher than the least costly premium between the two medical plans listed above, the employee is responsible for 100% of the added premium cost above the least costly plan's premium for each of the enrollment options noted below:

1. Employee Only enrollment: City pays 100% of the selected Plan premium.

2. Employee + 1 Dependent enrollment: City pays 100% of the selected Plan premium for the Employee Only and 50% of additional premium expense for the 1 Dependent.

3. Employee + Family enrollment: City pays 100% of the selected Plan premium for the Employee Only and 59.375% of additional premium expense for the Family.

2. Dental Insurance (thru the Municipal Pooling Authority's Delta Dental Health Care Employees/Employers Dental Trust):

1. Employee Only enrollment: City pays 100% of the Plan premium.

2. Employee + 1 Dependent: City pays 100% of the Plan premium for the Employee Only and 46.8% of additional premium expense for the 1 Dependent.

3. Employee + Family: City pays 100% of the Plan premium for the Employee Only and 60.94% of additional premium expense for the Family.

Proration of the above City premium contributions for permanent part-time eligible employees shall be calculated and applied based on said employee's percentage of regularly-scheduled work hours as to a regularly-scheduled forty (40) hours work

week (e.g. an employee scheduled to work 24 hours per work receives sixty (60) percent of the City's premium contribution).

- B. The above City premium cap contributions shall not and do not increase the following non-enrollment plan categories:

No Enrollment/Unused Benefit (enrollments after 30 June 2010): \$ -0-

No Enrollment/Unused Benefit (enrollments before 30 June 2010): \$ 250.00/mo.

(Provided proof is submitted to the City that similar medical and dental coverage is available to the employee, is placed and maintained via another qualified third party insurance provider. Ref. Section 6.2).

Section 6.2 Unused Medical Benefit Account

Employees may elect to decline City-provided medical and/or dental coverage only in cases when the employee is covered under an alternate third party insurance plan. Proof of insurance is required. For employees authorized to decline City-provided medical and/or dental coverage, the City will contribute a monthly amount, up to the maximum monthly premium cap outlined in Section 6.1 above under "No Enrollment", to a City-approved deferred compensation plan or to the employee's Unused Medical Benefit account, at the employee's designated option. Those members of this Unit whose expense for their enrolled subscription in City-secured medical and dental insurance is less than the maximum amounts listed in Section 6.1 may only elect to have said monthly difference placed in their City-approved deferred compensation plan or deposited into the employee's Unused Medical Benefit account, at the employee's designated option.

In order for one to qualify for City contribution toward medical and/or dental insurance coverage, an employee in a classification of this Unit must be permanently scheduled to work a minimum of twenty (20) hours per week. Such "part-time" regular employee is then eligible to enroll in the City-provided medical and/or dental insurance coverage but the City's maximum contribution for such a part-time regular employee is pro-rated in ratio to the percentage of the number of permanent hours worked per week. For example, if a part-time employee regularly works 32 hours per week (which represents a 0.8 full-time employee), then the individual is eligible to receive a maximum City contribution toward their subscribed medical and/or dental enrollment equal to 80% of the maximum amount specified in Section 6.1.

Section 6.3 Life/Accidental Death/Dismemberment Insurance

The City will contract and pay the full premium to enroll each permanent full-time and part-time employee in a \$50,000 face amount life insurance policy and a \$50,000 Accidental Death and Dismemberment Insurance coverage.

Section 6.4 Short Term and Long Term Disability Insurance

The City shall provide and pay for short term (STD) and long term disability (LTD) insurance(s) in behalf of each employee of this Unit for the purpose of providing contracted levels of continued compensation in the event of an off-duty illness or injury.

ARTICLE 7: EMPLOYEE RETIREMENT PENSION SYSTEM

The City is a member of the California Public Employees' Retirement System, hereinafter referred to as "CalPERS". All regular full-time and regular part-time employees of this Unit are required by contract and corresponding law to be participating members of this retirement system.

Section 7.1 Tier I "Classic" Existing City Employees as of 30 June 2010

By contract, the City and its eligible employees of this Unit are members of the 2% at age 55 Miscellaneous Employees CalPERS retirement system. The City shall pay the entire required Employer CalPERS rate and share for this Miscellaneous Retirement System and all increases in rate thereof during the term of this Agreement, including any costs of administration. In addition, the City shall pay 100% of the current 7% Employee CalPERS fixed rate and share for members of this Miscellaneous Retirement System. The City's payment of the Classic Tier I employee's member contribution does not and shall not be considered or calculated as compensation for purpose of determining an eligible employee's final pension retirement amount.

Section 7.2 Tier II Retirement System for "Classic" Employees

By contract, all regular full-time and regular part-time employees of this Unit hired on or after 01 July 2010 are required to be participating members in the California Public Employees' Retirement System ("CalPERS"). In addition, any new City employees hired after that date but deemed "Classic" CalPERS members due to enrollment and active participation in a CalPERS pension system through another CalPERS public agency, as defined by state law, shall become members of the City's Tier II CalPERS plan. The City shall contract with CalPERS and enroll eligible employees in this hiring category in the CalPERS "2% at age 60" Miscellaneous Retirement System.

The City shall pay the entire required Employer CalPERS rate for this "2% at age 60" retirement system and all increases in the rate thereof, and the employee shall pay 100% of the entire required Employee CalPERS fixed rate. For purpose of calculating eligible retirement pension; the 2% at 60 Plan shall be the average of the highest 3 years of eligible compensation paid to the employee.

Section 7.3 Tier III Retirement System for New Members of this Unit

By contract, all regular full-time and regular part-time employees of this Unit hired on or after 01 January 2013 and not a previous member of a CalPERS plan without a 6-month interruption of service shall become members of the City's Tier III CalPERS plan. The City shall contract with CalPERS and enroll eligible employees in this hiring category in the CalPERS "2% at age 62" Miscellaneous Retirement System.

The City and employee enrolled in this CalPERS plan shall each pay fifty percent (50%) of the "normal cost rate", as defined in the Public Employees' Pension Reform Act (PEPRA), and as calculated by CalPERS. The "normal cost rate" is subject to annual change as ordered by CalPERS.

ARTICLE 8: HOLIDAYS AND LEAVES

Section 8.1 Eligibility for Paid Leaves

Permanent employees of this Unit regularly scheduled to work less than an average eighty (80) hour bi-weekly pay period will earn each paid leaves at a rate proportionate to their number of permanently scheduled work hours.

Section 8.2 Holiday Leave

Permanent regular employees of this Unit shall receive the following ten (10) 8-hour days of paid holiday leave each calendar year:

- | | |
|---------------------------|-----------------------------|
| New Year's Day | Martin Luther King, Jr. Day |
| Presidents' Day | Memorial Day |
| Independence Day | Labor Day |
| Veterans' Day | Thanksgiving Day |
| Friday after Thanksgiving | Christmas Day |

Holidays falling on non-work days will be observed on the nearest regular work day.

Section 8.3 Personal or "Floating" Leave

In addition to the holidays listed under Section 8.2, all members of this Unit shall receive twenty-four (24) hours of paid Personal Leave in each fiscal year. Said leave hours will be credited on July 1st of each year and shall be taken at the employee's discretion, with the advance consent of their supervisor. If one's Personal Leave hours are not used or exhausted by the end of the fiscal year (June 30th), the remaining hours are forfeited. Permanent regular employees working less than a 40-hour work week shall receive paid Personal Leave hours on a pro-rata basis based on their number of regularly scheduled work hours per week. Unused Personal Leave is not compensable on separation of City employment.

Section 8.4 Vacation Leave

Permanent regular employees of this Unit shall be entitled to earn annual paid vacation leave with pay.

A. Vacation leave credit for a 40-hour work week employee shall be accrued on the following basis:

1.	Month 1 through Month 24:	6.67 hours per month
2.	Month 25 through Month 48:	8.00 hours per month
3.	Month 49 through Month 96:	10.00 hours per month
4.	Month 97 through Month 180:	13.33 hours per month
5.	Month 181 and thereafter:	16.67 hours per month

B. Vacation leave credit for permanent regular employees working less than a 40-hour week shall be credited as in Section "A" above on a pro-rata basis based upon the number of hours regularly scheduled to work per week.

C. Vacation leave may be used as earned, subject to the advance approval of one's department manager, based on staffing requirements.

D. Vacation leave may only be used in increments of one-quarter (0.25) hour or more.

E. Vacation leave may be accrued to a maximum number of hours equivalent to eighteen (18) times one's current monthly accrual rate.

F. Upon leaving City employment, the employee will be paid for all accrued, unused vacation leave up to one's maximum annual accrual allowed in sub-section "E".

G. An employee may elect once per fiscal year to convert accrued vacation leave hours into accrued sick leave hours before the end of the fiscal year, at a conversion rate of one (1) hour of accrued vacation into one-half (0.5) hour of sick leave, provided the employee's accrued vacation leave balance exceeds their annual vacation leave accrual specified in sub-section A above at the time of conversion.

Section 8.5 Sick Leave

A. Paid sick leave is earned at the rate of eight (8) hours for each month worked. Permanent regular employees working less than a 40-hour work week shall earn paid sick leave hours on a pro-rata basis based on their number of hours regularly scheduled to work per week.

B. Maximum accrual of sick leave is limited to nine-hundred sixty (960) hours of unused leave.

C. Unused sick leave shall not be paid off in cash or in any other form of compensation upon separation from City employment.

- D. Up to twenty-four (24) hours of accrued sick leave may be used by an employee to attend a funeral of close family members, with the approval of the City Manager.
- E. Employees may use accrued sick leave for non-work-related disabilities or illnesses up to the effective or commencement date of short-term or long-term disability benefits.
- F. A physician's report may be required by one's department manager for extended periods of sick leave usage by an employee in this Unit, or if in the determination of the City Manager, the employee exhibits greater than average, or unusual patterns or circumstances in their use of sick leave.
- G. Employees unable to return to work within six (6) months of the date of disability (whether work or non-work-related) may be separated from City employment, unless an extension is approved by the City Manager, and except as otherwise restricted by state or federal law.
- H. Employees who have accumulated two-hundred forty (240) hours or more of accrued sick leave may be credited, at the employee's written request, with two (2) additional vacation leave hours for each consecutive three (3) month period in which no paid sick leave was used by the employee.

Section 8.6 Management Leave

In lieu of earning overtime or compensatory time off, department managers (as designated by the City Manager) will be granted up to a maximum of one-hundred twenty (120) hours of paid management leave each fiscal year. The amount available to each management employee may vary, at the discretion of the City Manager. Management leave hours will be credited to the designated manager's leave time account at the commencement of each fiscal year in the total number of hours granted by the City Manager to that employee. Management leave must be used within the fiscal year in which it is earned, and unused leave will not be paid in cash or any other form of compensation upon separation from City employment.

ARTICLE 9: OVERTIME

Section 9.1 Regular Overtime

The City will compensate eligible regular non-management employees for each one-quarter hour (0.25) of overtime worked at the rate of one and one-half times (1.5) the employee's base hourly rate including applicable FLSA-required compensation. Overtime is defined as hours worked in excess of eighty (80) hours per pay period, or hours worked in excess of a regularly-scheduled shift. Employees working partial or reduced schedules will not be eligible for overtime until their hours worked exceed the regular work hours noted in Article 4. Authorization of the employee's supervisor must be obtained prior to the working of overtime hours, except in emergency

situations. Compensation for overtime shall be in the form of cash payment, or if requested by the employee and approved by their supervisor, in the form of compensatory time off (CTO) that shall also accrue at the rate of one and one-half (1.5) times the actual overtime hours worked.

For purposes of calculating overtime and compensatory time, all paid leave shall be considered as hours worked.

Section 9.2 Compensatory Time Off

A maximum of one hundred (100) hours of compensatory time off (CTO) may be accrued by each eligible employee of this Unit, except when additional hours are approved by the City Manager for a recognized or specific operational need or situation. Whenever possible and in the discretion of one's supervisor, overtime shall be compensated with compensatory time off. Compensatory time off may be used by written request of the employee filed at least three (3) days in advance with the appropriate supervisor. Management will make every effort to comply with time off requests of the employee and shall not arbitrarily assign employees to compensatory time off. Accrued unused CTO is compensable on separation of City employment.

ARTICLE 10: BILINGUAL PAY

The City has the sole and exclusive right to determine and designate which Employees, and how many Employees, are eligible to receive bilingual pay of \$75.00 per month. Designated Employees will be required to demonstrate conversational fluency in a language (e.g. Spanish) as determined by the City Manager based on community/public needs and organizational usage. The City may administer a competency test to certify fluency of the Employee in the designated language. Any such certification shall be a condition prior to Employee qualifying for monthly bilingual pay.

ARTICLE 11: AUTOMOBILE ALLOWANCE

Certain employees' duties require that each have continuously available transportation for City business or work-related purposes. Each employee position designated below shall provide an operable personal vehicle for use for normal business and personal use. The Employer agrees to provide each designated employee with a monthly automobile allowance as specified below:

<u>Position</u>	<u>Monthly Auto Allowance</u>
Chief of Police	\$370.00
Community Development Director	\$345.00
Assistant to the City Manager	\$345.00

Each employee shall be responsible for all operation expenses, maintenance expenses, repair expenses, replacement cost and insurance for the personal

automobile used for this purpose. Employee shall at all times maintain adequate insurance for the automobile and shall inform his/her insurer that the automobile is used for City business and personal purposes. Each employee shall maintain and provide to the City a valid Certificate of Insurance demonstrating comprehensive automobile liability coverage for the vehicle used and naming the City of Clayton as an additional insured on the applicable insurance policy.

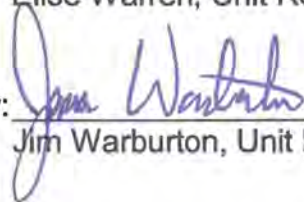
ARTICLE 12: TERM OF AGREEMENT

Except as indicated herein, this Agreement shall be effective commencing 01 July 2019 and continue up to and through 30 June 2020.

IN WITNESS THEREOF, this Agreement is entered into by the following authorized representatives this 30th day of May 2019, pursuant to the provisions of CA Government Code Section 3500, et. seq. for presentation to and adoption by the City Council of Clayton, California.

CLAYTON UNDESIGNATED MISCELLANEOUS CITY EMPLOYEES UNIT

By:  _____
Elise Warren, Unit Representative

By:  _____
Jim Warburton, Unit Representative

CITY OF CLAYTON, CA (CITY)

By:  _____
Gary A. Napper, City Manager

#

**TERMS AND CONDITIONS OF EMPLOYMENT FOR
THE UNDESIGNATED MISCELLANEOUS CITY EMPLOYEES
UNIT EFFECTIVE THE FISCAL YEARS OF 201~~96~~-20~~2017~~
~~THROUGH 2018-2019~~**

ARTICLE 1: PREAMBLE

This agreement, pursuant to the State of California Government Code Section 3500 et seq., entered into by the City of Clayton, hereinafter referred to as "City", and its Undesignated Miscellaneous City Employees, hereinafter referred to as "Unit", is hereby effective 01 July 201~~96~~ through 30 June 20~~2017~~.

It is the intent and purpose of this document to set forth the understanding and agreement of the parties reached as a result of meeting and consulting in good faith regarding, but not limited to, matters relating to wages, hours, and terms and conditions of employees represented by the Unit. Any and all other employment matters not contained in this document are applicable as found in the City's "Personnel System and Guidelines" dated March 1993.

ARTICLE 2: GROUP DESCRIPTION

The following job classifications are members of this Unit for purposes of the agreements in this document:

Job Classifications

Accounting Technician
~~Office Administrative~~ Assistant/Code Enforcement Officer
Assistant to the City Manager
Chief of Police
City Clerk/HR Manager
Community Development Director
Finance Manager
Maintenance Supervisor
~~Senior Maintenance Worker Leader~~
~~Maintenance Worker II~~
Maintenance Worker I
Assistant Planner
Police Administrative Clerk
Police Office Coordinator

ARTICLE 3: PERSONNEL FILES

The City's secured personnel files, maintained in the City offices, are not subject to public inspection. Any employee has the right to inspect their own personnel file. An employee has the right, in accordance with law, to respond in writing to anything contained or placed in their own personnel file and any such response(s) shall become part of their personnel file.

ARTICLE 4: WORK HOURS

The work period (hours) for classifications and corresponding compensation in this Unit will be eighty (80) work hours in a bi-weekly (14-day) work period.

Any employee in this Unit scheduled to regularly work less hours than the defined work period shall receive a corresponding pro-rated portion of the monthly compensation and employee benefits outlined in Articles 5, 6 and 8 below.

ARTICLE 5: COMPENSATION

Section 5.1 Wages

A) Effective 01 July 2019~~6~~, the monthly base salary ranges for the following job classifications shall be increased by 4.253-0% and become:

Classification	Merit Steps				
	A	B	C	D	E
Accounting Technician	\$5,710,162	\$4,698,247	\$4,932,459	\$5,179,682	\$5,438,917
Office Administrative Assistant/ Code Enforcement Officer	\$4,528,094	\$4,754,299	\$3,910,537	\$4,106,713	\$4,312,899
Assistant to the City Mgr.	\$8,227,084	\$6,768,828	\$7,107,612	\$7,462,626	\$7,835,674
Chief of Police	\$11,329,755	\$11,895,10,243	\$9,787,827	\$10,276,848	\$10,790,291
City Clerk/HR Manager	\$7,287,659	\$5,994,420	\$6,295,691	\$6,609,976	\$6,940,275
Community Development Director	\$10,533,979	\$11,060,524	\$9,100,736	\$9,558,227	\$10,032,638
Police Admin. Clerk	\$4,754,299	\$3,910,537	\$4,106,713	\$4,312,899	\$4,528,094
Finance Manager	\$10,533,994	\$11,060,404	\$9,100,914	\$9,557,260	\$10,032,623

Maintenance Supervisor	\$5,714,166	\$6,005,425	\$6,305,696	\$6,615,981
	\$1,945,280			
Senior Maintenance Worker/Leader	\$4,714,262	\$4,950,475	\$5,197,699	
	\$5,456,934	\$5,730,180		
Maintenance Worker II	\$4,302	\$4,517	\$4,743	\$4,981
	\$5,230			
Maintenance Worker I	\$3,902,529	\$4,097,705	\$4,302,890	\$4,517,085
	\$1,743,289			
Assistant Planner	\$5,995,420	\$6,295,694	\$6,609,976	\$6,940,275
	\$1,287,589			
Police Office Coordinator	\$4,419,996	\$4,106,195	\$4,312,405	\$4,528,626
	\$1,754,857			

B Effective 01 July 2017, the monthly base salary ranges for the following job classifications shall be increased by 3.0% and become:

Classification	Merit Steps				
	A	B	C	D	E
Accounting Technician	\$4,375	\$4,593	\$4,823	\$5,064	\$5,317
Administrative Assistant/ Code Enforcement Officer	\$3,643	\$3,825	\$4,016	\$4,217	\$4,428
Assistant to the City Mgr.	\$6,003	\$6,303	\$6,618	\$6,949	\$7,297
Chief of Police	\$8,680	\$9,114	\$9,570	\$10,048	\$10,550
City Clerk/HR Manager	\$5,583	\$5,862	\$6,155	\$6,463	\$6,786
Community Development Director	\$8,070	\$8,474	\$8,897	\$9,342	\$9,809
Police Admin. Clerk	\$3,643	\$3,825	\$4,016	\$4,217	\$4,428
Finance Manager	\$7,122	\$7,478	\$7,852	\$8,244	\$8,656
Maintenance Supervisor	\$5,321	\$5,587	\$5,867	\$6,160	\$6,468
Maintenance Leader	\$4,390	\$4,609	\$4,840	\$5,082	\$5,336

Maintenance Worker I	\$3,635	\$3,816	\$4,007	\$4,207	\$4,418
Assistant Planner	\$5,583	\$5,862	\$6,155	\$6,463	\$6,786
Police Office Coordinator	\$4,116	\$4,321	\$4,537	\$4,764	\$5,003

C Effective 01 July 2018, the monthly base salary ranges for the following job classifications shall be increased by 3.0% and become:

Classification	Merit Steps				
	A	B	C	D	E
Accounting Technician	\$4,506	\$4,731	\$4,968	\$5,216	\$5,477
Administrative Assistant/ Code Enforcement Officer	\$3,752	\$3,939	\$4,136	\$4,343	\$4,560
Assistant to the City Mgr.	\$6,183	\$6,492	\$6,817	\$7,158	\$7,516
Chief of Police	\$8,940	\$9,387	\$9,857	\$10,349	\$10,867
City Clerk/HR Manager	\$5,751	\$6,038	\$6,340	\$6,657	\$6,990
Community Development Director	\$8,312	\$8,728	\$9,164	\$9,623	\$10,104
Police Admin. Clerk	\$3,752	\$3,939	\$4,136	\$4,343	\$4,560
Finance Manager	\$7,335	\$7,702	\$8,087	\$8,491	\$8,916
Maintenance Supervisor \$6,662	\$5,481	\$5,755	\$6,043	\$6,345	
Maintenance Leader \$5,496	\$4,521	\$4,748	\$4,985	\$5,234	
Maintenance Worker I \$4,550	\$3,744	\$3,931	\$4,127	\$4,334	

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Assistant Planner	\$5,751	\$6,038	\$6,340	\$6,657	\$6,999
Police Office Coordinator	\$4,238	\$4,451	\$4,674	\$4,907	\$5,153

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In no event shall a merit step increase be earned or granted beyond Step E of this Agreement.

ARTICLE 6: MEDICAL, DENTAL, AND LIFE/ACCIDENTAL DEATH/DISEMBLEMENT INSURANCE

Section 6:1 City Contribution to Medical and Dental Insurance Premiums

The maximum monthly City premium contribution for medical and/or dental insurance coverage for regular, full-time members of this Unit shall be paid by the City in accord with the following employee subscription enrollment schedule.

A. The City's maximum premium contribution to employee-enrolled medical and dental insurance coverage shall be as follows:

1. Medical Insurance (thru CalPERS' Public Employees' Medical and Hospital Care Act).

During the term of this Agreement, the City's maximum monthly co-pay contribution specified below is benchmarked to the least costly medical insurance premium offered between Blue Shield Net Value HMO or Kaiser Permanente plans. Should a member of this Unit elect to enroll in a CalPERS medical insurance plan with a corresponding monthly premium higher than the least costly premium between the two medical plans listed above, the employee is responsible for 100% of the added premium cost above the least costly plan's premium for each of the enrollment options noted below:

- 1. Employee Only enrollment: City pays 100% of the selected Plan premium.
- 2. Employee + 1 Dependent enrollment: City pays 100% of the selected Plan premium for the Employee Only and 50% of additional premium expense for the 1 Dependent.
- 3. Employee + Family enrollment: City pays 100% of the selected Plan premium for the Employee Only and 59.375% of additional premium expense for the Family.

2. Dental Insurance (thru the Municipal Pooling Authority's Delta Dental Health Care Employees/Employers Dental Trust):

- 1. Employee Only enrollment: City pays 100% of the Plan premium.
- 2. Employee + 1 Dependent: City pays 100% of the Plan premium for the Employee Only and 46.8% of additional premium expense for the 1 Dependent.

3. Employee + Family: City pays 100% of the Plan premium for the Employee Only and 60.94% of additional premium expense for the Family.

Proration of the above City premium contributions for permanent part-time eligible employees shall be calculated and applied based on said employee's percentage of regularly-scheduled work hours as to a regularly-scheduled forty (40) hours work week (e.g. an employee scheduled to work 24 hours per work receives sixty (60) percent of the City's premium contribution).

B. The above City premium cap contributions shall not and do not increase the following non-enrollment plan categories:

No Enrollment/Unused Benefit (enrollments after 30 June 2010): \$ -0-

No Enrollment/Unused Benefit (enrollments before 30 June 2010): \$ 250.00/mo.

(Provided proof is submitted to the City that similar medical and dental coverage is available to the employee, is placed and maintained via another qualified third party insurance provider. Ref. Section 6.2).

Section 6.2 Unused Medical Benefit Account

Employees may elect to decline City-provided medical and/or dental coverage only in cases when the employee is covered under an alternate third party insurance plan. Proof of insurance is required. For employees authorized to decline City-provided medical and/or dental coverage, the City will contribute a monthly amount, up to the maximum monthly premium cap outlined in Section 6.1 above under "No Enrollment", to a City-approved deferred compensation plan or to the employee's Unused Medical Benefit account, at the employee's designated option. Those members of this Unit whose expense for their enrolled subscription in City-secured medical and dental insurance is less than the maximum amounts listed in Section 6.1 may only elect to have said monthly difference placed in their City-approved deferred compensation plan or deposited into the employee's Unused Medical Benefit account, at the employee's designated option.

In order for one to qualify for City contribution toward medical and/or dental insurance coverage, an employee in a classification of this Unit must be permanently scheduled to work a minimum of twenty (20) hours per week. Such "part-time" regular employee is then eligible to enroll in the City-provided medical and/or dental insurance coverage but the City's maximum contribution for such a part-time regular employee is pro-rated in ratio to the percentage of the number of permanent hours worked per week. For example, if a part-time employee regularly works 32 hours per week (which represents a 0.8 full-time employee), then the individual is eligible to receive a maximum City contribution toward their subscribed medical and/or dental enrollment equal to 80% of the maximum amount specified in Section 6.1.

Section 6.3 Life/Accidental Death/Dismemberment Insurance

The City will contract and pay the full premium to enroll each permanent full-time and part-time employee in a \$50,000 face amount life insurance policy and a \$50,000 Accidental Death and Dismemberment Insurance coverage.

Section 6.4 Short Term and Long Term Disability Insurance

The City shall provide and pay for short term (STD) and long term disability (LTD) insurance(s) in behalf of each employee of this Unit for the purpose of providing contracted levels of continued compensation in the event of an off-duty illness or injury.

ARTICLE 7: EMPLOYEE RETIREMENT PENSION SYSTEM

The City is a member of the California Public Employees' Retirement System, hereinafter referred to as "CalPERS". All regular full-time and regular part-time employees of this Unit are required by contract and corresponding law to be participating members of this retirement system.

Section 7.1 Tier I "Classic" Existing City Employees as of 30 June 2010

By contract, the City and its eligible employees of this Unit are members of the 2% at age 55 Miscellaneous Employees CalPERS retirement system. The City shall pay the entire required Employer CalPERS rate and share for this Miscellaneous Retirement System and all increases in rate thereof during the term of this Agreement, including any costs of administration. In addition, the City shall pay 100% of the current 7% Employee CalPERS fixed rate and share for members of this Miscellaneous Retirement System. The City's payment of the Classic Tier I employee's member contribution does not and shall not be considered or calculated as compensation for purpose of determining an eligible employee's final pension retirement amount.

Section 7.2 Tier II Retirement System for "Classic" Employees

By contract, all regular full-time and regular part-time employees of this Unit hired on or after 01 July 2010 are required to be participating members in the California Public Employees' Retirement System ("CalPERS"). In addition, any new City employees hired after that date but deemed "Classic" CalPERS members due to enrollment and active participation in a CalPERS pension system through another CalPERS public agency, as defined by state law, shall become members of the City's Tier II CalPERS plan. The City shall contract with CalPERS and enroll eligible

employees in this hiring category in the CalPERS "2% at age 60" Miscellaneous Retirement System.

The City shall pay the entire required Employer CalPERS rate for this "2% at age 60" retirement system and all increases in the rate thereof, and the employee shall pay 100% of the entire required Employee CalPERS fixed rate. For purpose of calculating eligible retirement pension, the 2% at 60 Plan shall be the average of the highest 3 years of eligible compensation paid to the employee.

Section 7.3 Tier III Retirement System for New Members of this Unit

By contract, all regular full-time and regular part-time employees of this Unit hired on or after 01 January 2013 and not a previous member of a CalPERS plan without a 6-month interruption of service shall become members of the City's Tier III CalPERS plan. The City shall contract with CalPERS and enroll eligible employees in this hiring category in the CalPERS "2% at age 62" Miscellaneous Retirement System.

The City and employee enrolled in this CalPERS plan shall each pay fifty percent (50%) of the "normal cost rate", as defined in the Public Employees' Pension Reform Act (PEPRA), and as calculated by CalPERS. The "normal cost rate" is subject to annual change as ordered by CalPERS.

ARTICLE 8: HOLIDAYS AND LEAVES

Section 8.1 Eligibility for Paid Leaves

Permanent employees of this Unit regularly scheduled to work less than an average eighty (80) hour bi-weekly pay period will earn each paid leaves at a rate proportionate to their number of permanently scheduled work hours.

Section 8.2 Holiday Leave

Permanent regular employees of this Unit shall receive the following ten (10) 8-hour days of paid holiday leave each calendar year:

- | | |
|---------------------------|-----------------------------|
| New Year's Day | Martin Luther King, Jr. Day |
| Presidents' Day | Memorial Day |
| Independence Day | Labor Day |
| Veterans' Day | Thanksgiving Day |
| Friday after Thanksgiving | Christmas Day |

Holidays falling on non-work days will be observed on the nearest regular work day.

Section 8.3 Personal or "Floating" Leave

In addition to the holidays listed under Section 8.2, all members of this Unit shall receive twenty-four (24) hours of paid Personal Leave in each fiscal year. Said leave hours will be credited on July 1st of each year and shall be taken at the employee's discretion, with the advance consent of their supervisor. If one's Personal Leave hours are not used or exhausted by the end of the fiscal year (June 30th), the remaining hours are forfeited. Permanent regular employees working less than a 40-hour work week shall receive paid Personal Leave hours on a pro-rata basis based on their number of regularly scheduled work hours per week. Unused Personal Leave is not compensable on separation of City employment.

Section 8.4 Vacation Leave

Permanent regular employees of this Unit shall be entitled to earn annual paid vacation leave with pay.

A. Vacation leave credit for a 40-hour work week employee shall be accrued on the following basis:

1.	Month 1 through Month 24:	6.67 hours per month
2.	Month 25 through Month 48:	8.00 hours per month
3.	Month 49 through Month 96:	10.00 hours per month
4.	Month 97 through Month 180:	13.33 hours per month
5.	Month 181 and thereafter:	16.67 hours per month

B. Vacation leave credit for permanent regular employees working less than a 40-hour week shall be credited as in Section "A" above on a pro-rata basis based upon the number of hours regularly scheduled to work per week.

C. Vacation leave may be used as earned, subject to the advance approval of one's department manager, based on staffing requirements.

D. Vacation leave may only be used in increments of one-quarter (0.25) hour or more.

E. Vacation leave may be accrued to a maximum number of hours equivalent to eighteen (18) times one's current monthly accrual rate.

F. Upon leaving City employment, the employee will be paid for all accrued, unused vacation leave up to one's maximum annual accrual allowed in sub-section "E".

G. An employee may elect once per fiscal year to convert accrued vacation leave hours into accrued sick leave hours before the end of the fiscal year, at a conversion rate of one (1) hour of accrued vacation into one-half (0.5) hour of sick leave, provided the employee's accrued vacation leave balance exceeds their annual vacation leave accrual specified in sub-section A above at the time of conversion.

Section 8.5 Sick Leave

- A. Paid sick leave is earned at the rate of eight (8) hours for each month worked. Permanent regular employees working less than a 40-hour work week shall earn paid sick leave hours on a pro-rata basis based on their number of hours regularly scheduled to work per week.
- B. Maximum accrual of sick leave is limited to nine-hundred sixty (960) hours of unused leave.
- C. Unused sick leave shall not be paid off in cash or in any other form of compensation upon separation from City employment.
- D. Up to twenty-four (24) hours of accrued sick leave may be used by an employee to attend a funeral of close family members, with the approval of the City Manager.
- E. Employees may use accrued sick leave for non-work-related disabilities or illnesses up to the effective or commencement date of short-term or long-term disability benefits.
- F. A physician's report may be required by one's department manager for extended periods of sick leave usage by an employee in this Unit, or if in the determination of the City Manager, the employee exhibits greater than average, or unusual patterns or circumstances in their use of sick leave.
- G. Employees unable to return to work within six (6) months of the date of disability (whether work or non-work-related) may be separated from City employment, unless an extension is approved by the City Manager, and except as otherwise restricted by state or federal law.
- H. Employees who have accumulated two-hundred forty (240) hours or more of accrued sick leave may be credited, at the employee's written request, with two (2) additional vacation leave hours for each consecutive three (3) month period in which no paid sick leave was used by the employee.

Section 8.6 Management Leave

In lieu of earning overtime or compensatory time off, department managers (as designated by the City Manager) will be granted up to a maximum of one-hundred twenty (120) hours of paid management leave each fiscal year. The amount available to each management employee may vary, at the discretion of the City Manager. Management leave hours will be credited to the designated manager's leave time account at the commencement of each fiscal year in the total number of hours granted by the City Manager to that employee. Management leave must be used within the fiscal year in which it is earned, and unused leave will not be paid in cash or any other form of compensation upon separation from City employment.

ARTICLE 9: OVERTIME

Section 9.1 Regular Overtime

The City will compensate eligible regular non-management employees for each one-quarter hour (0.25) of overtime worked at the rate of one and one-half times (1.5) the employee's base hourly rate including applicable FLSA-required compensation. Overtime is defined as hours worked in excess of eighty (80) hours per pay period, or hours worked in excess of a regularly-scheduled shift. Employees working partial or reduced schedules will not be eligible for overtime until their hours worked exceed the regular work hours noted in Article 4. Authorization of the employee's supervisor must be obtained prior to the working of overtime hours, except in emergency situations. Compensation for overtime shall be in the form of cash payment, or if requested by the employee and approved by their supervisor, in the form of compensatory time off (CTO) that shall also accrue at the rate of one and one-half (1.5) times the actual overtime hours worked.

For purposes of calculating overtime and compensatory time, all paid leave shall be considered as hours worked.

Section 9.2 Compensatory Time Off

A maximum of one hundred (100) hours of compensatory time off (CTO) may be accrued by each eligible employee of this Unit, except when additional hours are approved by the City Manager for a recognized or specific operational need or situation. Whenever possible and in the discretion of one's supervisor, overtime shall be compensated with compensatory time off. Compensatory time off may be used by written request of the employee filed at least three (3) days in advance with the appropriate supervisor. Management will make every effort to comply with time off requests of the employee and shall not arbitrarily assign employees to compensatory time off. Accrued unused CTO is compensable on separation of City employment.

ARTICLE 10: BILINGUAL PAY

The City has the sole and exclusive right to determine and designate which Employees, and how many Employees, are eligible to receive bilingual pay of \$75.00 per month. Designated Employees will be required to demonstrate conversational fluency in a language (e.g. Spanish) as determined by the City Manager based on community/public needs and organizational usage. The City may administer a competency test to certify fluency of the Employee in the designated language. Any such certification shall be a condition prior to Employee qualifying for monthly bilingual pay.

ARTICLE 11: AUTOMOBILE ALLOWANCE

Certain employees' duties require that each have continuously available transportation for City business or work-related purposes. Each employee position designated below shall provide an operable personal vehicle for use for normal business and personal use. The Employer agrees to provide each designated employee with a monthly automobile allowance as specified below:

<u>Position</u>	<u>Monthly Auto Allowance</u>
Chief of Police	\$370.00
Community Development Director	\$345.00
Assistant to the City Manager	\$345.00

Each employee shall be responsible for all operation expenses, maintenance expenses, repair expenses, replacement cost and insurance for the personal automobile used for this purpose. Employee shall at all times maintain adequate insurance for the automobile and shall inform his/her insurer that the automobile is used for City business and personal purposes. Each employee shall maintain and provide to the City a valid Certificate of Insurance demonstrating comprehensive automobile liability coverage for the vehicle used and naming the City of Clayton as an additional insured on the applicable insurance policy.

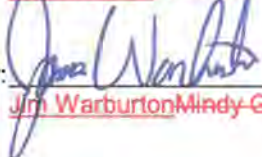
ARTICLE 12: TERM OF AGREEMENT

Except as indicated herein, this Agreement shall be effective commencing 01 July 2019 and continue up to and through 30 June 2019.


IN WITNESS THEREOF, this Agreement is entered into by the following authorized representatives this 30th day of ~~May~~ June 2019, pursuant to the provisions of CA Government Code Section 3500, et. seq. for presentation to and adoption by the City Council of Clayton, California.

CLAYTON UNDESIGNATED MISCELLANEOUS CITY EMPLOYEES UNIT

By: 
Chris Wenzel, Unit Representative

By: 
Mindy Gentry, Unit Representative

CITY OF CLAYTON, CA (CITY)

By:  _____
Gary A. Napper, City Manager

#####



Agenda Date: 6-04-2019

Agenda Item: 8c

Approved:


Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 04 JUNE 2019

SUBJECT: CONSIDER CITY ATTORNEY REQUEST FOR LEGAL SERVICES AGREEMENT AMENDMENT TO INCORPORATE ANNUAL ADJUSTMENTS IN LEGAL COUNSEL RETAINER, RATES, AND SERVICES

RECOMMENDATION

Following staff report and opportunity for public comment, it is recommended the City Council by motion approve the proposed Second Amendment to General Counsel Legal Services Agreement between the City and its associated public entities and the law firm of Best Best & Krieger, LLP ("BB&K").

BACKGROUND

The public law firm of BB&K has been the City's general legal counsel (city attorney firm) since 2011 with Ms. Malathy Subramanian appointed by the City Council and serving as the Clayton City Attorney since that time. The position of city attorney is one of the only two City officials the City Council directly hires, the other being its city manager.

Always sensitive to the limited resources of this small city, it was not until five (5) years later that BB&K requested of the City its first adjustment to its base retainer and legal services rates, which was approved by the City Council at a regular public meeting. The current base retainer is presently \$8,500.00 per month (\$102,000 per year) which retainer covers most general government legal services utilized by a city. Specific and special legal counsel services are requested by the City and provided by BB&K through its special legal services rates.

After three (3) years with no adjustment in the base retainer or special legal services rate, BB&K has requested a prospective increase in the base retainer equal to the three (3) year increase in the San Francisco-Bay Area Consumer Price Index from April 2016 through April 2019, which CPI increase equals 11.4%. The April-April time period in CPI changes is the same benchmark the City uses in its various calculations to adjust City user-benefit fees and assessment levies in its various community facility districts (CFDs) and geological hazard abatement district (GHAD).

DISCUSSION

As proposed the recommended contract amendment would have two modifications to the current practice:

1. The base retainer for FY 2019-20 will move to \$9,470 per month (\$113,640), which prospectively applies the three (3) year movement in the CPI since the last legal services agreement adjustment in 2016; and
2. Starting in FY 2020-21, the base retainer and special legal services rates will automatically be adjusted to the annual change in the CPI using the time period of April – April.

The following table reflects current and the past two years of legal services expenses required by the City and paid to BB&K:

Fiscal Year	Base Retainer *	Special Legal Services *	Total Legal Expenses
2019-20 (YTD)	\$ 85,000	\$ 21,080	\$106,080
2018-19 (actual)	\$102,000	\$ 24,238	\$126,238
2017-18 (actual)	\$102,000	\$ 38,336	\$140,336

* Paid by General Fund

* Primarily paid by Enterprise and Special Revenue Funds or Developer Deposit Accounts

In terms of internal equity for contractual services, the current contract the City has with Harris & Associates for city engineering services has a current base retainer rate of \$9,585 (\$115,020) and last year the City amended the contract to include automatic annual adjustments relative to the same April – April movement in the regional CPI. It would certainly be justified to consider that legal services provided to the City are just as important if not more critical to the provision of city engineering services necessary to the municipal operations of the City. It is my professional judgment the legal services to date provided by this City Attorney have been exemplary in content and delivery.

In terms of annual preparation of the City Budget, it is considerably easier to plan for automatic annual increases in contractual services than to prepare a financial plan and subsequently receive a request for contract adjustment. By modifying the legal services contract to mirror annual adjustments similar to that of contract city engineering services, City staff can construct a more reliable operational platform in building the annual budget of the City.

FISCAL IMPACT

Application of the requested CPI adjustment in base retainer rate for the upcoming fiscal year will result in a General Fund impact of \$11,640. Using an average of the past 34 months of legal counsel needs in Special Legal Services, the projected fiscal year monetary impact could be \$3,366, depending on special legal requests by the City.

The operational year closing 30 June 2019 (FY 2018-19) projects a General Fund excess of approximately \$195,640, which continues the City's historic trend of operating under budgeted expenditures and realizing annual revenues above adopted budget. This recurring

Subject: Consider Request for Annual Adjustments in Legal Services Agreement for City Attorney Services

Date: 04 June 2019

Page 3 of 3

financial experience demonstrates there is sufficient elasticity in the City's General and Enterprise Fund budgets to cover a possible \$15,006 gap triggered by this Agreement in the forthcoming and future budgets of the City. Reconciliation of this fiscal impact will be reviewed and addressed during the City's Mid-Year Budget public process typically held in February of each fiscal year.

Attachments: A. Second Amendment to General Counsel Legal Services Agreement [2 pp.]

B. BB&K cover letter [1 pg.]

**SECOND AMENDMENT TO GENERAL COUNSEL LEGAL SERVICES AGREEMENT BETWEEN
CITY OF CLAYTON/CLAYTON SUCCESSOR AGENCY/OAKHURST GEOLOGIC HAZARD
ABATEMENT DISTRICT AND
BEST BEST & KRIEGER LLP**

This Second Amendment to the General Counsel Legal Services Agreement ("Second Amendment") is entered into on July 1, 2019 by and amongst the City of Clayton ("City"), the Clayton Successor Agency ("Agency"), the Oakhurst Geologic Hazard Abatement District ("GHAD") (collectively, the "Client") and Best Best & Krieger LLP, a limited liability partnership, engaged in the practice of law ("BB&K").

RECITALS

A. WHEREAS, in 2011, Client and BB&K entered into that certain General Counsel Legal Services Agreement to perform all necessary legal services for the Client ("Agreement").

B. WHEREAS, in 2016 Client and BB&K entered into that First Amendment to the Agreement to amend the compensation and update the type of services provided ("First Amendment").

C. WHEREAS, Client and BB&K now desire to further amend the Agreement to amend the compensation provided.

NOW, THEREFORE, Client and BB&K for good and valuable consideration, the sufficiency and receipt of which the parties hereby acknowledge agree as follows:

1. Section 3.7.2 of the Agreement is hereby amended in its entirety to read as follows:

"3.7.2 Basic Legal Services - Retainer. The Client shall pay for Basic Legal Services at the fixed monthly retainer amount of Nine Thousand Four Hundred Seventy Dollars (\$9,470) per month (estimated at an average of 40 to 45 hours per month) for basic legal services, which shall include 3 hours per month of Code Enforcement special legal services. The rates set forth herein shall automatically increase annually on July 1 of each fiscal year starting July 1, 2020 by the percentage increase in the Consumer Price Index, All Urban Consumers, San Francisco-Oakland-San Jose for the previous April to April time period."

2. Section 3.7.4 of the Agreement is hereby amended in its entirety to read as follows:

"3.7.4 Special Legal Services – Rates. The Client shall pay for Special Legal Services at the following rates:

Partners/Of Counsel/Associate Attorneys	\$329
Paralegal/Law Clerks	\$178

The rates set forth herein shall automatically increase annually on July 1 of each fiscal year starting July 1, 2020 by the percentage increase in the Consumer Price Index, All Urban Consumers, San Francisco-Oakland-San Jose for the previous April to April time period."

3. Except as otherwise specifically set forth in this Second Amendment, the remaining provisions of the First Amendment and the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Amendment to the General Counsel Legal Service Agreement on the date above written.

CITY OF CLAYTON, CA

BEST BEST & KRIEGER LLP

By: _____
Tuija Catalano, Mayor

By: _____
Malathy Subramanian, Partner

CLAYTON SUCCESSOR AGENCY

By: _____
Tuija Catalano, Chair

OAKHURST GEOLOGIC HAZARD ABATEMENT DISTRICT

By: _____
Carl Wolfe, Chair



BEST BEST & KRIEGER
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Washington, DC
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Malathy Subramanian
(925) 977-3303
malathy.subramanian@bbklaw.com

May 29, 2019

RECEIVED

MAY 29 2019

City of Clayton

VIA EMAIL

Gary Napper
City Manager
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

Re: Second Amendment to Legal Services Contract

Dear Gary:

As we discussed, our rates for legal services for the City have not been increased since we last amended our legal services agreement in 2016. Beginning with the next fiscal year (July 1, 2019), I would like to request a contract amendment to increase the rates by CPI for the last three years using the April to April time period, as also utilized by the City. This equates to an approximately 11% increase over the last three years. I am also requesting an annual CPI increase going forward.

An amendment to our agreement reflecting the proposed rates is attached. Please let me know if you have any questions. It has truly been a pleasure working with you, City Staff, and the City Council.

Very truly yours,

Mala Subramanian
of Best Best & Krieger LLP



Agenda Date: 6-04-2019

Agenda Item: 8d

Approved:


Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 04 JUNE 2019

SUBJECT: ANNUAL CONSIDERATION OF CANCELING ANY REGULAR CITY COUNCIL MEETINGS DURING THE SUMMER OF 2019

RECOMMENDATION

It is recommended the City Council discuss its collective desire to cancel any regularly-scheduled City Council meetings during the upcoming summer months of July, August and/or September 2019; and if so determined, by motion cancel the specific meeting date(s). Staff suggests the cancellation of one regular meeting during each of those three (3) months leaves sufficient meetings to conduct City business during this season.

BACKGROUND

Clayton Municipal Code Section 2.04.010 specifies the regular public meetings of the Clayton City Council shall be held on the first and third Tuesdays of each and every month.

In previous years, the City Council has canceled one or more of its regularly-scheduled meetings during summer months to accommodate various travel plans of its elected officials. In addition, the workload of City Council business items for action often decreases in the summer months following formal adoption of the annual City and Capital Improvement Program (CIP) Budgets and the associated procedures to levy the annual special taxes for the several assessment and maintenance districts administered by the City. Various key members of the City Management staff also take scheduled vacations during the summer months.

In order to provide optimum notice of meeting cancellation to interested members of the public and the development community as well as to arrange placement of agenda matters around the vacation plans of the City Council, this item has typically been placed on a June agenda for discussion and direction purposes. The act of canceling one or more regularly-scheduled meetings is a matter to be taken in open public session by the City Council.

SUMMER 2019 REGULAR MEETINGS

The following table outlines the upcoming dates for regular City Council meetings in the summer months of 2019:

MEETING DATE	COMMENTS
Tuesday, June 18th	Interview/appoint candidates for Planning Commission offices (2). PG&E Presentation on its "Public Safety Power Shutoffs Program." Set annual parcel assessments for Middle School CFD, Downtown Park CFD, & Landscape District CFD in FY 2019-20.
Tuesday, July 2nd (Independence Day Holiday is Thursday, July 4th)	Recommend cancellation of this meeting in deference to any holiday plans this week. Business items can be handled on July 16th.
Tuesday, July 16th	Agenda handles the remainder of annual levies for existing assessment districts in FY 2019-20, including the previously-set & noticed Public Hearing on GHAD annual assessments.
Tuesday, August 6th	No pressing Agenda Items at this time
Tuesday, August 20th	No pressing Agenda Items at this time
Tuesday, September 3rd (Labor Day holiday is Monday, September 2nd)	No pressing Agenda Items at this time

FISCAL IMPACT

There is no adverse financial impact to the City for cancellation of City Council meetings. Nominal savings occur for expenses incurred in the preparation, publication, and holding of a Council meeting (e.g. staff time, paper and copying expenses, meeting room utilities, video-taping of the meetings for livestreaming and cable television re-broadcast).

If necessary or should an emergency arise between canceled meetings, a special meeting of the City Council may always be called by the Mayor with proper notice to members of the City Council, the press, and with fully-required public postings of the Agenda.

Attachments: 1. Calendar Months of July, August & September 2019 (3 pp.)

◀ Jun 2019

July 2019

Aug 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 City Council Meeting	3	4 Independence Day - City Hall Closed	5	6 Saturday Concert in The Grove
7	8	9 Planning Commission Meeting	10 Classic Car Show & DJ	11 CCC Mayors' Conference	12	13
14	15	16 City Council Meeting	17	18	19	20 Saturday Concert in The Grove
21	22	23 Planning Commission Meeting	24 Classic Car Show & DJ	25	26	27
28	29	30	31			

◀ Jul 2019

August 2019

Sep 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 CCC Mayors' Conference	2	3 Saturday Concert in The Grove
4	5	6 City Council Meeting	7 Classic Car Show & DJ	8	9	10
11	12	13 Planning Commission Meeting	14	15	16	17 Saturday Concert in The Grove
18	19	20 City Council Meeting	21 Classic Car Show & DJ	22	23	24
25	26	27 Planning Commission Meeting	28	29	30	31 Saturday Concert in The Grove

September 2019

◀ Aug 2019

Oct 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day – City Hall Closed	3 City Council Meeting	4	5 CCC Mayors' Conference	6	7
8	9	10 Planning Commission Meeting	11 Patriot Day	12	13	14 Saturday Concert in The Grove
15	16	17 City Council Meeting	18	19	20	21
22	23 Fall begins	24 Planning Commission Meeting	25	26	27	28
29	30					