



# **AGENDA**

## **REGULAR JOINT MEETINGS**

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### **CLAYTON CITY COUNCIL and OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT (GHAD)**

\* \* \*

**TUESDAY, May 16, 2023**

**7:00 P.M.**

### **\*\*\* NOTICE \*\*\***

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

**Mayor:** Jeff Wan  
**Vice Mayor:** Jim Diaz

**Council Members**  
Peter Cloven  
Holly Tillman  
Kim Trupiano

- 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 [www.claytonca.gov](http://www.claytonca.gov)
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at [www.claytonca.gov](http://www.claytonca.gov)
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- If you have a physical impairment that requires special accommodation to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7300.

## Instructions for Virtual City Council Meeting – May 16, 2023

Tonight's meeting will be available to the public both in-person and remotely via Zoom. As a courtesy, and technology permitting, members of the public may continue to provide live remote oral comment via the Zoom video conferencing platform. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time.

To follow or participate in the meeting:

1. **Videoconference:** to follow the meeting on-line, click here to register: [https://us02web.zoom.us/webinar/register/WN\\_suxMeIgbQNWPGzIqaBNXFw](https://us02web.zoom.us/webinar/register/WN_suxMeIgbQNWPGzIqaBNXFw)  
After clicking on the URL, please take a few seconds to submit your first and last name, and e-mail address then click "Register", which will approve your registration, and a new URL to join the meeting will appear.
2. **Phone-in:** Register for the meeting using the URL in the paragraph above. Once registered, you will receive an e-mail with instructions to join the meeting telephonically, and then dial toll-free 877-853-5257 and use the Webinar ID and Password found in the e-mail.
3. **E-mail Public Comments:** If preferred, please e-mail public comments to the City Clerk, Ms. Calderon at [janetc@claytonca.gov](mailto:janetc@claytonca.gov) by 5:00 p.m. on the day of the City Council meeting. All e-mailed public comments will be forwarded to the entire City Council.

Each person attending the meeting via video conferencing or telephone and who wishes to speak on an agendized or non-agendized matter shall have a set amount of time to speak as determined by the Planning Commission Chair.

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# **\* CITY COUNCIL \***

**May 16, 2023**

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

2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Wan.

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

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

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

4. **CONSENT CALENDAR**

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

(a) Information Only – No action needed.

2023 Wednesday Night Clayton Classic Car Show Schedule. ([View here](#))

(b) Approve the minutes of the City Council's regular meeting of May 2, 2023.  
(City Clerk) ([View here](#))

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

(d) A Resolution Approving the City's Local Transportation Improvement Project For Fiscal Year 2023/24 Involving Road Maintenance and Rehabilitation Account – Local Streets and Roads Funds (RMRA-LSR; SB1) (City Engineer) ([View here](#))

(e) Resolutions Accepting the Public Improvements of the Diablo Meadows Subdivision #9536 and Offer for Dedication in Fee of Parcel G in the form of an additional ten foot wide portion of Mitchell Canyon Road Right of Way from Civic Clayton LLC, Civil Property Group, Inc. (Known as Denova Homes).  
(City Engineer) ([View here](#))

**5. RECOGNITIONS AND PRESENTATIONS**

- (a) Certificates of Recognition to public school students for exemplifying the “Do the Right Thing” character trait of “Integrity” during the months of March and April 2023. (Councilmember Cloven) ([View here](#))
- (b) Unsung Hero Award presented to Tamara and Bob Steiner, *The Clayton Pioneer*, Celebrating 20 Years as Clayton’s Local News Source. (Councilmembers Cloven and Tillman) ([View here](#))
- (c) Welcome and Recognition of New Local Businesses. (City Manager) ([View here](#))

**6. REPORTS**

- (a) City Manager/Staff

**7. PUBLIC HEARINGS – None.**

**8. ACTION ITEMS**

- (a) Receive the Fiscal Year 2020/21 and Fiscal Year 2021/22 Annual Citizens Oversight Report by the Trails and Landscape Committee for Measure H, Citywide Landscape Maintenance District. (City Manager) ([View here](#))

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

**10. COUNCIL REPORTS**

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

**11. CLOSED SESSION – None.**

**12. ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be June 6, 2023.

# # # #

**\* OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT \***  
**May 16, 2023**

**1. CALL TO ORDER AND ROLL CALL** – Chair Trupiano.

**2. PUBLIC COMMENTS**

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

**3. CONSENT CALENDAR**

*Consent Calendar items are typically routine in nature and are considered for approval by the Board with one single motion. Members of the Board, Audience, or Staff wishing an item removed from the Consent Calendar for purpose of public comment, question or input may request so through the Chair.*

- (a) Approve the Board of Directors' minutes for its regular meeting January 17, 2023 and March 21, 2023. (Secretary) ([View here](#))

**4. PUBLIC HEARINGS** - None.

**5. ACTION ITEMS**

- (a) Discussion of Expenditures to be Budgeted for Fiscal Year 2024. (City Engineer) ([View here](#))  
Recommendation: Staff recommends the Oakhurst Geologic Hazard Abatement District (GHAD) Board review the existing budget constraints within the report and select expenditures, including amounts, to be budgeted for FY 2023-2024.

**6. BOARD ITEMS** – limited to requests and directives for future meetings.

**7. ADJOURNMENT** – the next meeting of the GHAD Board of Directors will be scheduled as needed.

# # #

## **2023 WEDNESDAY NIGHT CLAYTON CLASSIC CAR SHOW SCHEDULE**

The Wednesday Night Clayton Classic Car Show is a series of four (4) Classic Car Shows from the immediate Clayton Valley Area. Each Car Show will begin at 6:00 PM and end at 8:00 PM. Entertainment will be provided by DJ.

These Classic Car Shows will be held in the City of Clayton Parking Lot at 6095 Main Street. In addition, it is planned to use a portion of the undeveloped land behind the Clayton Community Church property, adjacent to the KinderCare Parking Lot, for Vintage Car parking in excess of the twenty (20) Vintage Cars parked in the City of Clayton Parking Lot at 6095 Main Street.

### **2023 CLASSIC CAR SHOW DATES:**

- **June 14**
- **June 28**
- **July 12**
- **July 26**

### **ENTERTAINMENT:**

**Classic Car Show & DJ Jeffrey Brown**

**Classic Car Show & DJ Jeffrey Brown**

**Classic Car Show & DJ Jeffrey Brown**

**Classic Car Show & DJ Jeffrey Brown**

Due to the current COVID-19 Restrictions, participation limits in effect shall be observed, with appropriate Masking and Social-Distancing, as well as, and other requirements in effect.

February 1, 2023

# MINUTES

## OF THE REGULAR MEETING CLAYTON CITY COUNCIL

### TUESDAY, May 2, 2023

1. **CALL TO ORDER THE CITY COUNCIL** – The meeting was called to order at 7:00 p.m. by Mayor Wan held via a hybrid meeting format, live in-person, and Zoom videoconference and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Mayor Wan, Vice Mayor Diaz, and Councilmembers Cloven and Trupiano. Councilmembers absent: None. Staff present: Interim City Manager Ron Bernal, City Attorney Mala Subramanian, Chief of Police Rich McEachin, Finance Director Angeline Loeffler, and City Clerk Janet Calderon.

2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Wan.

3. **PUBLIC COMMENT ON NON-AGENDA ITEMS** – None.

#### 4. **CONSENT CALENDAR**

Councilmember Tillman pulled items 4(d) and 4(i) for a separate discussion.

**It was moved by Councilmember Trupiano, and seconded by Councilmember Cloven, to approve the Consent Calendar items 4(a) – 4(c), 4(e) - 4(h), and 4(j) – 4(k) as submitted. (Passed 5-0)**

- (a) Information Only – No action needed.  
2023 Concerts in The Grove calendar.
- (b) Approved the minutes of the City Council's regular meeting of April 18, 2023.  
(City Clerk)
- (c) Approved the Financial Demands and Obligations of the City. (Finance Director)
- (e) Adopted Resolution No. 22-2023 Ordering the Levying of a Special Tax for Fiscal Year 2023/24 Within the High Street Permanent Road Division for the Repayment of Funds Advanced for the Reconstruction of the Bridge and Future Maintenance Pursuant to the Streets and Highway Code, Article 3, Section 1173, et seq. (City Engineer)
- (f) Adopted Resolution No. 23-2023 Confirming the Levy of Assessments for Fiscal Year 2023/24 Within the Lydia Lane Sewer Assessment District for the Repayment of Bonds Issued for the Construction of Municipal Sanitary Sewers. (City Engineer)
- (g) adopted Resolution No. 24-2023 Confirming the Levying of Assessments for Fiscal Year 2023/24 Within the Oak Street Sewer Assessment District for the Repayment of Bonds Issued for the Construction of Municipal Sanitary Sewers. (City Engineer)
- (h) Adopted Resolution No. 25-2023 Ordering the Levy of a Special Tax for Fiscal Year 2023/24 Within the Oak Street Permanent Road Division for the Repayment of Funds

Advanced for the Reconstruction of the Bridge and Future Maintenance Pursuant to the Streets and Highway Code, Article 3, Section 1173, et seq.(City Engineer)

- (j) Military Equipment Use Annual Report and Renewal of Ordinance No. 495, which adopted the Military Equipment Use Policy. (Chief of Police)
- (k) Adopted Resolution No. 26-2023 Terminating the Proclamation of Local Emergency for Storms. (Interim City Manager)

Item 4(d) pulled for a separate discussion

- (d) Rejection of Liability Claim Filed by Kathleen Pierce for the Alleged Property Damage. (City Clerk)

Councilmember Tillman requested clarifying information regarding the rejection of this claim.

City Attorney Subramanian advised the claimant alleged the catch basin was City owned, after some research it has been determined the catch basin is privately owned.

Item 4(i) pulled for a separate discussion

- (i) Adoption of a Revised Investment Policy. (Finance Director)

Councilmember Tillman provided suggested adding Finance Director to Section I, and suggested adding a time frame to Section B on page 7 of the red-line attachment.

**It was moved by Councilmember Tillman, and seconded by Councilmember Cloven, to approve the Consent Calendar items 4(d) as submitted and 4(i) as amended. (Passed 5-0)**

**5. RECOGNITIONS AND PRESENTATIONS**

- (a) Information Only – No Action Requested.

- Law Day (May 1)
- Cinco De Mayo (May 5)
- Armed Services Day (May 15)
- Peace Officers' Memorial Day and Police Week (May 15)
- Asian Pacific Heritage Month (May)
- Jewish American Heritage Month (May)

**6. REPORTS**

- (a) Interim City Manager Ron Bernal provided a brief update regarding Climatec, announced the playground at Clayton Community Park should be completed by the end of next week, and announced the new City Manager Bret Prebula will begin on May 15, 2023.

**7. PUBLIC HEARINGS – None.**

**8. ACTION ITEMS**

- (a) Adopt updated City Council Guidelines and Procedures. (Interim City Manager)

Interim City Manager Ron Bernal presented the report.

Following questions and comments by the City Council, Mayor Wan opened the public comment.

Bassam Altwal expressed his concern with staff's inability to answer questions pertaining to this item.

Terri Denslow expressed her concern with the Mayor writing this staff report.

Mayor Wan closed public comment.

**It was moved by Mayor Wan, seconded by Vice Mayor Diaz, to Adopt the updated City Council Guidelines and Procedures as amended. (Passed 3-2; Cloven and Tillman; No).**

- (b) Status of City Council Future Agenda Item Requests. (Interim City Manager)

Interim City Manager Ron Bernal presented the report.

Following questions and comments by the City Council, Mayor Wan opened the public comment; no comments were offered.

Direction provided to staff.

- (c) Council Member Request - City Special Agreements. (Interim City Manager)

Interim City Manager Ron Bernal presented the report.

Following questions and comments by the City Council, Mayor Wan opened the public comment.

Bassam Altwal expressed concerns regarding past fee waivers for the Classic Car Show and DJ event taking place on City-owned property.

Frank Gavida addressed Councilmember Cloven and reminded him about the Do The Right Thing character traits.

Mayor Wan closed public comment.

Direction was provided to staff to move this item to the Budget and Audit Committee.

## **9. COUNCIL ITEMS**

Councilmember Tillman requested a future agenda item to include a calendar of reporting requirements for items such as stormwater reporting.

Councilmember Trupiano requested a future agenda item to include consideration of using Interns over the summer.

## **10. COUNCIL REPORTS**

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

Councilmember Trupiano attended the Clayton Concerts in The Grove Committee meeting, attended the City staff Walk N Lunch hosted by Municipal Pooling Authority (MPA), chaired the East Contra Costa County Habitat Conservancy meeting, and attended the Budget and Audit Committee meeting.

Vice Mayor Diaz attended the Clayton Concerts in The Grove Committee meeting, attended the County Connection Board meeting, attended the Clayton Cleans Up event, attended the CERT meeting with the Interim City Manager, attended the Clayton Business and Community Association BBQ Committee meeting, attended the Clayton Business and Community Association Art and Wine event, met with the Chief of Police and met with the Interim City Manager.

Councilmember Tillman attended the Mt Diablo Unified School district Anti Racist Anti Biased Committee meeting, attended the Opportunity Junction Gala, met with the Community Development Director, met with the Interim City Manager, hosted the vendor breakfast for the Clayton Business and Community Association Art and Wine Event, attended the Clayton Pride Committee meeting, attended the Strategic Safety Asset Management Plan meeting with Trails And Landscaping Committee, announced the upcoming Trails and Landscaping Committee meeting on May 8, and attended the Mt Diablo Unified School District Board meeting .

Councilmember Cloven attended the Clayton Business and Community Association dinner, attended the City staff Walk N Lunch hosted by Municipal Pooling Authority (MPA), hosted the Clayton Cleans Up event, attended the Contra Costa County Hazardous Materials Commission meeting, and attended the Clayton Business and Community Association Art and Wine event.

Mayor Wan attended the Budget and Audit Committee meeting, met with the Interim City Manager, attended the Clayton Cleans Up event, and met with the incoming City Manager.

**11. CLOSED SESSION**

(8:55 pm) Mayor Wan announced City Council Closed Session.

- (a) Conference with Labor Negotiator  
*Government Code Section 54957.6*

Instructions to City-designated labor negotiator: Interim City Manager

1. Employee Organization: Miscellaneous City Employees (Undesignated Group)

**12. RETURN TO OPEN SESSION**

Report out from Closed Session: Mayor Wan

(10:08 pm) Mayor Wan reported "No Reportable Action".

- 13. ADJOURNMENT** – on call by Mayor Wan, the City Council adjourned its meeting at 10:08 p.m.

# # # # #

Respectfully submitted,

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Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

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Jeff Wan, Mayor



# STAFF REPORT

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN  
ANGELINE LOEFFLER, FINANCE DIRECTOR**

**DATE: 5/16/23**

**SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY**

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**RECOMMENDATION:**

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

Attached Report	Purpose	Amount
Obligations	Accounts Payable	\$ 148,642.10
Payroll Reconciliation Summary	Payroll, Taxes	\$ 98,906.32
	<b>Total Required</b>	<b>\$ 247,548.42</b>

**Attachments:**

1. Obligation report for 5/16/23 (2 pages)
2. Payroll Reconciliation Summary report PPE 4/30/23 (2 pages)

City of Clayton  
Obligations for 5/16/23

Vendor name	Invoice date	Invoice number	Invoice description	Amount	Payment method
Advanced Elevator Solutions, Inc	05/01/2023	52657	Elevator Service April 2023	\$128.00	Check
Alameda County Sheriff's Office	05/01/2023	Rifle	Training class-Patrol Rifle	\$339.00	Check
All City Management Services, Inc.	04/19/2023	84919	School crossing guard svcs 4/2/23-4/15/23	\$1,315.80	Check
AnchorCM	04/10/2023	22-003-4499-10	Engineering Svcs January 2023	\$5,634.75	Check
Apex Technology Management	05/03/2023	APXQ30522	Monitors	\$1,498.96	Check
Apex Technology Management	05/01/2023	TS1356467	IT Service April 2023	\$2,497.00	Check
ASCAP	04/20/2023	100006110899	Concert licensing 1/1/23-4/30/24	\$430.00	Check
AT&T (HH Internet)	04/21/2023	322941575 42123	Hoyer Hall Internet 4/22/23-5/21/23	\$213.29	Check
Big O Tires	04/17/2023	5011-197201	Tire repair	\$89.60	Check
Burkett's Pool Plastering, Inc	05/05/2023	CAP0465	Deposit refund	\$3,125.15	Check
Burkett's Pool Plastering, Inc	05/05/2023	CAP0464	Deposit refund	\$3,024.00	Check
Burkett's Pool Plastering, Inc	05/05/2023	CAP0417	Deposit refund	\$3,024.00	Check
Caltronics Business Systems	04/19/2023	3754590	Copier usage 3/19/23-4/18/23	\$109.99	Check
Capital One Trade Credit (For OSH)	04/25/2023	1648593007	Supplies	\$272.60	Check
Cintas (First Aid)	04/30/2023	8406236890	Restock first aid cabinet	\$137.63	Check
Cintas Corporation	04/30/2023	8406227010	PW uniforms April 2023	\$255.92	Check
Contra Costa County Animal Svcs Dept	04/21/2023	ASD M7186	Animal services Q4 FY 2023	\$22,451.50	Check
De Lage Landen Financial Services, Inc.	04/24/2023	79688860	Copier lease May 2023	\$1,004.49	Check
De Lage Landen Financial Services, Inc.	03/18/2023	79339458	PD copier lease June 2023	\$123.52	Check
Dillon Electric Inc	05/01/2023	4847	Splash Pad electronics replacement	\$1,240.00	Check
Geoconsultants, Inc.	04/30/2023	19468	Well monitoring April 2023	\$1,546.50	Check
Hammons Supply Company	04/25/2023	122762	Janitorial supplies April 2023	\$256.82	Check
Hammons Supply Company	04/25/2023	122761	Janitorial supplies April 2023	\$675.08	Check
Hammons Supply Company	04/25/2023	122760	Janitorial supplies April 2023	\$442.57	Check
Health Care Dental Trust	05/01/2023	331286	Dental May 2023	\$1,767.25	Check
Health Care Dental Trust	03/22/2023	329567	Dental April 2023	\$1,767.25	Check
Christine Helmer	04/24/2023	042123	EH deposit refund	\$500.00	Check
LarryLogic Productions	05/03/2023	2113	City council meeting production 5/2/23	\$560.00	Check
Kathy Marshall	05/01/2023	CAP0452	Deposit refund	\$3,024.00	Check
MSR Mechanical, LLC	05/03/2023	SVC008035	CH Boiler barometric damper repair April 2023	\$1,583.00	Check
PG&E	04/25/2023	7293447797-6 42523	Energy 3/14/23-4/15/23	\$31,441.77	Check
PG&E	04/23/2023	2572177359-3 042323	Energy (Gas) 3/21/23-4/21/23	\$304.06	Check
Pond M Solutions	04/01/2023	7394	Fountain maintenance April 2023	\$650.00	Check
Precision Civil Engineering (PCE)	05/05/2023	28062	21-359 Pre-approved ADU Plans	\$1,017.50	Check
Prestige Printing & Graphics	04/30/2023	84975	Envelopes	\$957.75	Check
Prestige Printing & Graphics	04/24/2023	84837	Clayton confiscation firearms notice	\$127.58	Check
R3 Consulting Group, Inc	05/02/2023	122643	SB1383 Assistance April 2023	\$715.00	Check
R3 Consulting Group, Inc	04/03/2023	122597	SB1383 Assistance March 2023	\$935.00	Check
R3 Consulting Group, Inc	03/02/2023	122524	SB1383 Assistance February 2023	\$1,210.00	Check
RoadSafe Traffic Systems, Inc	04/24/2023	170546	Street supplies	\$107.83	Check
Julie Rogers	05/02/2023	33123	HH deposit refund	\$217.00	Check
Coleen Royal	04/27/2023	2119	Concert flyers, ads, banners	\$1,650.00	Check
Site One Landscape Supply, LLC	05/01/2023	129372567-001	Irrigation supplies	\$196.39	Check
Site One Landscape Supply, LLC	05/01/2023	128374622-002	Irrigation supplies	\$159.82	Check

City of Clayton  
Obligations for 5/16/23

Vendor name	Invoice date	Invoice number	Invoice description	Amount	Payment method
Site One Landscape Supply, LLC	04/12/2023	128374622-001	Fertilizer, Weed & Feed	\$1,830.78	Check
Staples Business Credit	04/25/2023	1648426820	Office supplies	\$956.83	Check
Stericycle Inc	05/01/2023	3006443166	Medical waste disposal	\$71.66	Check
Nicole Tejano	05/05/2023	CCP	Refund CCP rental	\$280.00	Check
Waraner Brothers Tree Service	04/27/2023	16412	Emergency Storm Work 4/11-4/12/23	\$5,580.00	Check
Western Exterminator	04/30/2023	250992C	Pest control April 2023	\$512.45	Check
Workers.com	05/05/2023	136050	Seasonal workers week end 4/30/23	\$3,609.27	Check
Workers.com	04/18/2023	136009	Seasonal workers week end 4/23/23	\$3,427.62	Check
Workers.com	03/17/2023	135732	Seasonal workers week end 3/12/23	\$2,103.31	Check
Authorize.net	04/30/2023	April2023	Online bankcard gateway fee April 2023	\$36.05	Bank draft
CalPERS Retirement	04/30/2023	043023	Retirement PPE 4/30/23	\$18,559.26	Bank draft
J&R Floor Services	05/01/2023	Four2023	Janitorial svcs April 2023	\$4,988.00	Bank draft
Mission Square Retirement	04/30/2023	043023	457 Plan contributions PPE 4/30/23	\$225.00	Bank draft
Nationwide	04/30/2023	043023	457 Plan contribution PPE 4/30/23	\$750.00	Bank draft
Paysafe Payment Processing	04/30/2023	April2023	Office bankcard fees April 2023	\$238.62	Bank draft
Paysafe Payment Processing	04/30/2023	April2023	Online bankcard fees April 2023	\$453.13	Bank draft
Wex Bank-Fleet Cards	04/25/2023	88769781	Fleet fuel stmt end 4/25/23	\$6,292.75	Bank draft
				<b><u>\$148,642.10</u></b>	

## Payroll Summary

City of Clayton

Check Date: 05/05/2023

Process: 2023050501

Pay Period: 04/17/2023 to 04/30/2023

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## Payroll Totals

Payroll Checks	Check Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Regular	31	0.00	76,819.51	76,819.51	
	<b>Totals</b>	<b>31</b>	<b>0.00</b>	<b>76,819.51</b>	<b>76,819.51</b>	→ <b>76,819.51</b>

Payroll Checks	Check Type	Agency Type	Count	Net Check	Dir Dep Amount	Net Amount	
	Agency	EFSDU	1	0.00	358.15	358.15	
	Agency	Regular	1	0.00	663.50	663.50	
	<b>Totals</b>		<b>2</b>	<b>0.00</b>	<b>1,021.65</b>	<b>1,021.65</b>	→ <b>1,021.65</b>
<b>Total Net Payroll Liability</b>				<b>0.00</b>	<b>77,841.16</b>	<b>77,841.16</b>	→ <b>77,841.16</b>

## Tax Liability

CA and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
CA SDI - Employee	EXEMPT		Semi-Weekly	106,193.85	106,193.85			
California SITW			Semi-Weekly	105,218.85	105,218.85	5,010.68		
<b>Totals</b>						<b>5,010.68</b>	<b>0.00</b>	→ <b>5,010.85</b>

CASUI and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
CA Edu & Training		0.001000	Quarterly	106,193.85	4,268.20		4.27	
California SUI		0.020000	Quarterly	106,193.85	4,268.20		85.36	
<b>Totals</b>						<b>0.00</b>	<b>89.63</b>	→ <b>89.63</b>

FITW and Related Taxes	Tax Id	Rate	Frequency	Wage	Cap Wages	EE Amount	ER Amount	
Federal Income Tax			Semi-Weekly	105,218.85	105,218.85	12,593.86		
Medicare			Semi-Weekly	106,193.85	106,193.85	1,539.78		
Medicare - Employer			Semi-Weekly	106,193.85	106,193.85		1,539.81	
OASDI			Semi-Weekly	2,350.00	2,350.00	145.70		
OASDI - Employer			Semi-Weekly	2,350.00	2,350.00		145.70	
<b>Totals</b>						<b>14,279.34</b>	<b>1,685.51</b>	→ <b>15,964.85</b>
<b>Total Tax Liability</b>						<b>19,290.02</b>	<b>1,775.14</b>	→ <b>21,065.16</b>
<b>Total Payroll Liability</b>						<b>98,906.32</b>		→ <b>98,906.32</b>

## Transfers

Type	Date	Source Account	Amount
Dir Dep	5/4/2023		76,819.51
Tax	5/4/2023		21,065.16
Trust Agency	5/4/2023		1,021.65



Paylocity Corporation  
(888) 873-8205

User: JGiantvalley

Run on 5/2/2023 at 1:40 PM

## Payroll Summary

City of Clayton

Check Date: 05/05/2023

Process: 2023050501

Pay Period: 04/17/2023 to 04/30/2023

Page 2 of 2

### Totals Transfers

98,906.32



98,906.32

## Tax Deposits

Required Tax Deposits

Tax

Due On

Amount

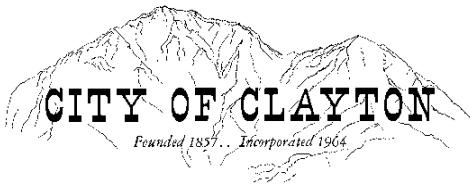
( Deposit made by Service Bureau )	California SITW	5/10/2023	5,010.68
( Deposit made by Service Bureau )	Federal Income Tax	5/10/2023	15,964.85
( Deposit made by Service Bureau )	California SUI	7/31/2023	89.63
<b>Total Tax Deposits</b>			<b>21,065.16</b>



Paylocity Corporation  
(888) 873-8205

User: JGiantvalley

Run on 5/2/2023 at 1:40 PM



# AGENDA REPORT

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** Larry Theis, City Engineer

**DATE:** May 16, 2023

**SUBJECT:** A Resolution Approving the City's Local Transportation Improvement Project For Fiscal Year 2023/24 Involving Road Maintenance and Rehabilitation Account – Local Streets and Roads Funds (RMRA-LSR; SB1)

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## **RECOMMENDATIONS**

It is recommended the City Council adopt the proposed Resolution approving the City's local transportation improvement project for Fiscal Year 2023/24 involving Road Maintenance and Rehabilitation Account – Local Streets and Roads Funds (RMRA-LSR; SB1)

## **BACKGROUND**

The Road Repair and Accountability Act of 2017 (SB1-Beall) continues as a significant \$5.2 billion per year (Pre-pandemic) statewide investment in California's transportation systems. The Act increased per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilized the price-based fuel tax rates and provides for inflationary adjustments to rates in future years. This legislation more than doubles local streets and road funds allocated through the Highway Users Tax Account (HUTA), distributing funds from new taxes through the RMRA account.

Annually, on July 1<sup>st</sup>, the City of Clayton, along with all other eligible California agencies, submits a work plan to the California Transportation Commission (CTC) committing the following fiscal years RMRA funding to a specific pavement preservation project in the coming year or a future year if the City desires. The submission of the work plan maintains the City's eligibility to garner RMRA funding during the forthcoming fiscal year. Without this commitment of RMRA funds the City loses its eligibility to collect RMRA funding through the State Controller's Office (SCO).

The City of Clayton typically performs a biennial neighborhood streets pavement preservation project on even numbered years. The most recent project was 2022 Neighborhood Streets Project. In odd numbered years, when federal funding is available, the City may perform pavement preservation work on collector and arterial streets. Collector and arterial streets are

the only streets that qualify for federal funding. Local streets are funded completely with local funding sources.

### **DISCUSSION**

In recent years, there have been changes in federal funding. It is unknown when federal funds will be available for pavement preservation work in the future. Therefore, staff recommends pavement preservation work to be performed based on the recommendations of the Pavement Management Report.

One hallmark of the SB1 legislation is complete transparency about where, when, why and how RMRA funds are spent by local Agencies. As such, information required by CTC is quite specific including:

- Listing each pavement preservation project by year,
- Specific type of preservation treatment proposed for each street segment,
- Statement of the expected longevity of each proposed treatment, and
- The projected completion of the overall pavement preservation project.

The required information is included in the attached resolution.

The specific streets that will be included in the FY2023/24 Pavement Project were identified initially via the City's use of the StreetSaver pavement management program and were included as an alternate bid item in the 2022 Pavement project. There was not sufficient funding in the 2022 Pavement project to include these streets that will now be addressed in the 2023 Paving project. Although the final list of streets to be included will be dependent on final field review and bid prices, the streets anticipated to be addressed are:

- Mountaire Parkway from Marsh Creek Road to Mountaire Circle
- Mitchell Canyon Road from Clayton Road to Herman Court
- Regency Drive from El Molino Drive to Weatherly Drive
- Capistrano Court
- Caulfield Court
- Mt. Dell Drive from Mt. Washington Way to its end
- Mount Vernon Drive from Mt. Edna Drive to its end
- Fleming Drive
- Pinot Court
- Bigelow Street

By means of adopted City Council Resolution, Clayton has committed the FY 2023/24 RMRA funds to the 2023 Clayton Pavement Rehab Project.

### **ENVIRONMENTAL DETERMINATION:**

There is no environmental impact from approving the FY 2023/24 RMRA street list. The resultant pavement preservation work falls under CEQA exemption, Recommended Council action regarding CEQA typically occurs at contract award.

### **SUBSEQUENT ACTIONS:**

Staff will submit the adopted resolution to the CalSMART on-line reporting program of the California Transportation Commission by the July 1 deadline in order to be eligible for the FY2023/24 RMRA funding disbursement.

**FISCAL IMPACT:**

Remittance advice provided by the SCO for FY 2022/23 shows that through March 2023 Clayton received \$160,710 in RMRA tax revenue, at an average monthly accrual of \$20,316. Based on this data, and no economic contraction, Clayton would finish FY 2022/23 with an estimated \$482,300 in RMRA revenue. The projection for FY2023/24 provided by California City Finance is up to \$240,000. Even if actual revenues fall short of the projection of \$240,000, there should still be sufficient funds to support the planned 2023 Clayton Pavement Rehabilitation Project.

Attachments: 1. Resolution [3 pp.]

## RESOLUTION NO. XX-2023

### A RESOLUTION A RESOLUTION APPROVING THE CITY OF CLAYTON'S LIST OF LOCAL TRANSPORTATION IMPROVEMENT PROJECTS FOR FISCAL YEAR 2023/24 USING ROAD MAINTENANCE AND REHABILITATION ACCOUNT – LOCAL STREETS AND ROAD FUNDS (RMRA-LSR; SB 1)

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

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the State Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide;

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of Clayton are aware of the projects proposed for funding in its community and which projects have been completed each fiscal year;

**WHEREAS**, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, Clayton staff has determined the 2023 Clayton Pavement Rehabilitation Project is the project that should receive street pavement preservation treatment utilizing FY 2023/24 funds from the Road Maintenance and Rehabilitation Account (RMRA) created by SB 1; and

**WHEREAS**, the 2023 Clayton Neighborhood Street Rehabilitation Project will consist of sustainable street surface treatments and street striping on a City-wide pavement preservation project intended to have a useful service life of a minimum of fifteen years;

**WHEREAS**, the 2023 Clayton Neighborhood Street Rehabilitation Project is scheduled to be completed in 2024;

**WHEREAS**, it has been calculated that the City of Clayton was projected to receive up to \$240,000 in RMRA funds in Fiscal Year 2023/24 from SB 1;

**WHEREAS**, this is the seventh year in which the City is receiving SB 1 funding and will enable the City of Clayton to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, Clayton staff used the MTC StreetSaver® Pavement Management Program to determine its 2023 Streets Pavement Preservation Project to ensure revenues are used on the most cost-effective streets that also meet the community's priorities for continual transportation investment;

**WHEREAS**, the MTC's Pavement Condition of Bay Area Jurisdictions 2021 report found that Clayton's streets are in a "Good" condition with an average network Pavement Condition Index (PCI) of 79, and this ongoing RMRA revenue will assist the City to maintain and sustain the overall quality of Clayton's street system.

**NOW THEREFORE, BE IT RESOLVED** the City Council of the City of Clayton, California does hereby approve the following:

Section 1. The foregoing Recitals are true and correct statements of fact and in part, along with the accompany staff report, constitute the basis for necessity in authorizing this Resolution.

Section 2. The City Council does herein authorize the assignment of its expectant FY 2023/24 RMRA funding of approximately \$240,000 to be used for its 2023 Clayton Pavement Rehabilitation Project, which street project constitutes the City of Clayton's local transportation improvement project to be constructed using its FY 2023/24 RMRA monies (see Attachment A).

Section 3. The City Council further herein approves and authorizes the use of its Fiscal Year 2023/24 RMRA monies for pre-construction and construction of its assigned 2023 Clayton Pavement Rehabilitation Project.

**PASSED, APPROVED AND ADOPTED** by the City Council of Clayton, California, at a regular public meeting thereof held on the 16<sup>th</sup> day of May 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

THE CITY COUNCIL OF CLAYTON, CA

---

Jeff Wan, Mayor

ATTEST:

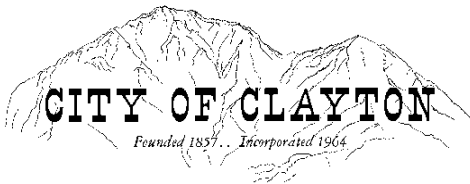
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Janet Calderon, City Clerk

Attachment A: SB 1: THE ROAD REPAIR AND ACCOUNTABILITY  
ACT OF 2017 FY 2023-24 Project

Project Details

Title	Description	Location	Component	Priority Status	Est. Schedule		Useful Life		Assem	Senate
					Start	Complete	Min	Max		
2023 Clayton Neighborhood Street Rehab Project	This project will include: ADA Curb Ramp Rehab/Repair (Existing), Cost Estimating, Document Preparation, Environmental Study/Documents, Pavement Rehab/Repair (Existing), Paving and/or Striping Rehab/Repair (Existing Safety), Preliminary Design, Project Scope Development	Mountaire Parkway from Marsh Creek Rd to Mountaire Circle; Mitchell Canyon Rd from Clayton Rd to Herriman Ct; Regency Dr from El Molino Dr to Weatherly Dr; Capistrano Ct; Caulfield Ct; Mt. Dell Dr. from Mt. Washington Way to End; Mount Vernon Drive from Mt. Edna Dr to End; Fleming Drive; Pinot Ct; Bigelow St. All project locations are an estimate and have yet to be finalized.	Pre-Construction and Construction	In Progress 22/23	04/2022	05/2024	15	20	14	7
					05/2024	12/2024				



# AGENDA REPORT

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** Larry Theis, City Engineer

**DATE:** May 16, 2023

**SUBJECT:** Resolutions Accepting the Public Improvements of the Diablo Meadows Subdivision #9536 and Offer for Dedication in Fee of Parcel G in the form of an additional ten foot wide portion of Mitchell Canyon Road Right of Way from Civic Clayton LLC, Civil Property Group, Inc. (Known as Denova Homes).

---

## **RECOMMENDATIONS**

It is recommended the City Council adopt the proposed Resolutions accepting the Public Improvements of the Diablo Meadows Subdivision #9536 and Offer for Dedication in Fee of Parcel G in the form of an additional ten foot wide portion of Mitchell Canyon Road Road Right of Way from Civic Clayton LLC, Civil Property Group, Inc. (Known as Denova Homes).

## **BACKGROUND**

On November 16, 2021, the City Council of Clayton, California approved Resolution 64-2021 which approved the subdivision final map (Diablo Meadows SUB 9536) and authorized the execution of the Subdivision Improvement Agreement (SIA) which requires the construction of certain common improvements, including public improvements within or adjacent to the Mitchell Canyon Road right of way.

Civic Clayton LLC (known as Denova Homes), in accordance with the SIA agreed to construct and maintain at its own cost all the improvements identified within the approved plans and specifications that was required by the City, including providing security of said improvements in the form of surety bonds (\$193,000 for Performance Bond, \$193,000 for Payment Bond, and \$96,500 for Guarantee and Warranty Bond).

The final map for Subdivision 9536 was filed and recorded on December 15, 2021 in Book 549 of Maps at Pages 30 through 34 which includes an offer for dedication in fee to the City of Clayton or its designee and to the public for public use the area designated as "Parcel G", being a 10-foot widening of the Mitchell Canyon Road right of way.

## **DISCUSSION**

Civic Clayton LLC informed the City Engineer that they had completed construction of all the public improvements in conformance with the approved project plans and specifications and requested the improvements to be accepted by the City. The City Engineer inspected all public improvements (roadway widening; curb, gutter, and sidewalk installation; and drainage system) and is satisfied that the required work is complete in accordance with Section 10 of the SIA.

The City is ready to accept the public improvements including the associated offer for dedication in fee of Parcel G as part of the Mitchell Canyon Road public right of way. The City will record a Notice of Completion with the County Recorder to begin 35 day period in which any liens or claims can be filed. The City will immediately exonerate the performance surety bond (\$193,000) and exonerate the payment surety bond (\$193,000) after the 35 day period after recording the Notice of Completion. The City will maintain a guarantee and warranty surety bond (\$96,500) for a period of one year following the acceptance of public improvements by the City Council against any defective work that arises during the warranty period.

The City will record the Resolution accepting Parcel G with County Recorder to confirm the City has accepted the offer for dedication stated on the filed Final Map. An accompanying Certificate of Acceptance signed by the City Manager will be attached to the resolution confirming the authorized city representative is accepting fee title to said parcel.

## **FISCAL IMPACT**

No direct fiscal impact with passing the two resolutions. The City will accept additional right of way land along Mitchell Canyon Road into the city street system for long term maintenance.

### Attachments:

1. Resolution Accepting Public Improvements as Complete [2 pp.]
2. Notice of Completion
3. Resolution Accepting Offer for Dedication Parcel G [3 pp.]
4. Approved Final Map SUB 9536

**RESOLUTION NO. ##-2023**

**A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS OF THE DIABLO MEADOWS SUBDIVISION #9536 PERFORMED BY CIVIC CLAYTON LLC, CIVIL PROPERTY GROUP, INC. (KNOWN AS DENOVA HOMES) AS COMPLETE, APPROVING THE NOTICE OF COMPLETION, DIRECTING THE CITY CLERK TO RECORD SAME WITH THE COUNTY RECORDER.**

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

**WHEREAS**, on November 16, 2021 the City Council of Clayton, California approved Resolution 64-2021 which approved the subdivision final map (Diablo Meadows SUB 9536) and authorized the execution of the Subdivision Improvement Agreement (SIA) which requires the construction of certain common improvements, including public improvements within or adjacent to the Mitchell Canyon Road right of way; and

**WHEREAS**, Civic Clayton LLC (known as Denova Homes), in accordance with the SIA agreed to construct and maintain at its own cost all the improvements identified within the approved plans and specifications that was required by the City, including providing security of said improvements in the form of surety bonds (\$193,000 for Performance Bond, \$193,000 for Payment Bond, and \$96,500 for Guarantee and Warranty Bond); and

**WHEREAS**, Civic Clayton LLC (known as Denova Homes), represents that it has completed construction of the work in conformance with the project plans and specifications and that the project is now ready for acceptance by the City; and

**WHEREAS**, the City Engineer has inspected all public improvements (roadway widening; curb, gutter, and sidewalk installation; and drainage system) and is satisfied that the required work is complete in accordance with Section 10 of the SIA and recommends that the City Council accept the public improvements; and

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Clayton, California does hereby accept as complete, as of the date of adoption of this Resolution, accepting the public improvements of the Diablo Meadows Subdivision #9536 performed by Civic Clayton LLC, Civil Property Group, Inc. (known as Denova Homes) and authorize the following actions:

1. Accept the public improvements along Mitchell Canyon Road along the frontage of the Diablo Meadows subdivision for City maintenance.
2. Approve Notice of Completion, directing the City Clerk to record same with the County Clerk Recorder in accordance with California Civil Code Section 9204.
3. Exonerate/Release Performance Bond #070216261 in the amount of \$193,000
4. Exonerate/Release Payment Bond #070216261 in the amount of \$193,000 after 35 days of recording the Notice of Completion and no liens or claims have been filed.
5. Maintain Guarantee and Warranty Bond #070216261 in the amount of \$96,500 for a period of one year following the acceptance of public improvements by the City Council against any defective work that arises during the warranty period.

**PASSED, APPROVED AND ADOPTED** by the City Council of Clayton, California, at a regular public meeting thereof held on the 16<sup>th</sup> day of May 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

THE CITY COUNCIL OF CLAYTON, CA

---

Jeff Wan, Mayor

ATTEST:

---

Janet Calderon, City Clerk

RECORDING REQUESTED BY AND  
WHEN RECORDED, RETURN TO:

City Clerk/City Engineer  
City of Clayton  
6000 Heritage Trail  
Clayton, CA 94517

NO FEE DOCUMENT  
(Government Code section 27383)

---

**NOTICE OF COMPLETION for**  
**Public Improvements of the Diablo Meadows Subdivision #9536**  
(Developer: Civic Clayton LLC, Civil Property Group, Inc. (known as Denova Homes))

---

NOTICE IS HEREBY GIVEN by the undersigned is the Owner of work and those certain improvements, to wit:

Public Improvements of Diablo Meadows Subdivision 9536

Project location: Along the frontage of Mitchell Canyon Road within the road right of way and Parcel G of Map Book 549 Page 30-34 near the intersection with Diablo Meadows Court in the City of Clayton, Contra Costa County, California:

Property Owner: Interest in Property or Right of Way is owned by City of Clayton (a municipal corporation, located at 6000 Heritage Trail, Clayton CA 94517 located in the County of Contra Costa, State of California).

The contract for public improvements were let by Civic Clayton LLC, Civil Property Group, Inc. (known as Denova Homes), and which improvements were actually completed in accordance with the Subdivision Improvement Agreement and accompanying plans and specifications, and the work was completed and accepted by the City of Clayton, on May 16, 2023.

Information pertaining to the proposed public improvements, names of the developer, changes in adopted and approved plans and specifications, and the total cost of work is on file at the City Clerks' office of the City of Clayton.

CITY OF CLAYTON,  
a municipal corporation

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Lawrence Theis, City Engineer,  
R.C.E. #67662  
City of Clayton  
6000 Heritage Trail  
Clayton, CA 94517

I hereby certify, under penalty of perjury, that the above Notice of Completion was duly accepted by the City Council of the City of Clayton at a meeting thereof held on May 16, 2023.

\_\_\_\_\_  
Janet Calderon, City Clerk

## VERIFICATION

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

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

CITY OF CLAYTON

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Bret Prebula, City Manager

**RESOLUTION NO. ##-2023**

**A RESOLUTION ACCEPTING OFFER FOR DEDICATION IN FEE OF PARCEL G OF THE DIABLO MEADOWS SUBDIVISION #9536 BY CIVIC CLAYTON LLC, CIVIL PROPERTY GROUP, INC. (KNOWN AS DENOVA HOMES) AS ROAD RIGHT OF WAY ALONG MITCHELL CANYON ROAD.**

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

**WHEREAS**, on November 16, 2021 the City Council of Clayton, California approved Resolution 64-2021 which approved the subdivision final map (Diablo Meadows SUB 9536) filed in Book 549 Page 30 which offers for dedication in fee to the City of Clayton or its designee and to the public for public use the area designated as "Parcel G", being a 10 foot widening of the Mitchell Canyon Road right of way; and

**WHEREAS**, Civic Clayton LLC (known as Denova Homes), represents that it has completed construction of all public improvements within Parcel G in conformance with the project plans and specifications and that the project is now ready for acceptance by the City; and

**WHEREAS**, the City Engineer has inspected all public improvements (roadway widening; curb, gutter, and sidewalk installation; and drainage system) and is satisfied that the required work is complete and recommends that the City Council accept the offer for dedication in fee of Parcel G (Mitchell Canyon Road right of way); and

**WHEREAS**, California Government Code section 27281 provides that the City Council must, by adoption of a resolution, accept any interest in real property that is to be recorded;

**WHEREAS**, pursuant to CEQA Guidelines Section 15061(b)(3), this action is exempt from review under the California Environmental Quality Act (CEQA);

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Clayton, California does hereby:

1. Accept the offer for dedication in fee of the entirety of Parcel G designated within the boundaries of Final Map SUB 9536 (Book 549 Page 30) for the uses and purposes of public streets;
2. Order the incorporation of Parcel G into the existing public right of way of Mitchell Canyon Road pursuant to Streets and Highway Code 1806(b);
3. Authorize and direct the City Manager to execute and the City Clerk to record the Certificate of Acceptance for Parcel G attached as Exhibit A;
4. Authorize and direct the City Clerk to cause a certified copy of this Resolution, attested to under seal, to be recorded in the office of the County Recorder of Contra Costa. The City Clerk shall permanently maintain a true and correct copy of this Resolution in the City's records.

**PASSED, APPROVED AND ADOPTED** by the City Council of Clayton, California, at a regular public meeting thereof held on the 16<sup>th</sup> day of May 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

THE CITY COUNCIL OF CLAYTON, CA

---

Jeff Wan, Mayor

ATTEST:

---

Janet Calderon, City Clerk

I hereby certify that the foregoing resolution was duly and regularly passed by the City Council of the City of Clayton at a regular meeting held on May 16, 2023.

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Janet Calderon, City Clerk

EXHIBIT A  
FOR  
CITY OF CLAYTON  
RESOLUTION No. ##-2023  
**CERTIFICATE OF ACCEPTANCE**

This is to certify that the interest in the real property conveyed by the OFFER FOR DEDICATION of PARCEL G on the final map of Subdivision 9536 filed and recorded on December 15, 2021 in Book 549 of Maps at Pages 30 through 34, inclusive, in the office of the County Recorder of Contra Costa County, which is offered by CIVIC CLAYTON LLC, a California Limited Liability Company, is hereby accepted by the undersigned pursuant to authority conferred by Resolution No. \_\_\_\_\_, adopted on May \_\_\_\_, 2023. The City of Clayton, as Grantee, consents to the recordation of said CERTIFICATE OF ACCEPTANCE.

By: \_\_\_\_\_  
Bret Prebula, Clayton City Manager

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Janet Calderon, Clayton City Clerk

## OWNER'S STATEMENT:

THE UNDERSIGNED, BEING THE PARTY OR PARTIES HAVING A RECORD TITLE INTEREST IN THE LANDS DELINEATED AND EMBRACED WITHIN THE HEAVY BLACK BOUNDARY LINES UPON THIS MAP, DO HEREBY CONSENT TO THE MAKING AND RECORDATION OF THE SAME.

THE SAME UNDERSIGNED HEREBY OFFERS FOR DEDICATION IN FEE TO THE CITY OF CLAYTON, OR ITS DESIGNEE, AND TO THE PUBLIC FOR PUBLIC USE THE AREA DESIGNATED AS "PARCEL G", BEING A 10' WIDENING OF THE MITCHELL CANYON ROAD RIGHT OF WAY.

THE AREAS MARKED "PARCEL A" AND "PARCEL E" ARE FOR STORM WATER TREATMENT FACILITIES. "PARCEL B", "PARCEL C", AND "PARCEL D" ARE RESERVED AS OPEN SPACE. ALL PARCELS, EXCEPT "PARCEL G", WILL BE OWNED AND MAINTAINED BY THE HOMEOWNER'S ASSOCIATION (ASSOCIATION), OR ITS DESIGNEE. ANY UTILITIES, SUCH AS ELECTRIC LINES, WITHIN THESE PARCELS SERVED BY THE DEVELOPMENT ARE PRIVATE AND WILL BE MAINTAINED BY THE OWNERS OR ASSOCIATION IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR THE DEVELOPMENT. PUBLIC UTILITIES WILL BE WITHIN A "P.U.E." AS DEFINED BELOW.

THE AREA MARKED "PRIVATE STREET" ("PARCEL F"), ALSO KNOWN AS "DIABLO MEADOWS COURT", IS SPECIFICALLY EXCLUDED FROM PUBLIC DEDICATION. THE PRIVATE STREET WILL BE OWNED AND MAINTAINED BY THE ASSOCIATION, OR ITS DESIGNEE. UTILITIES WITHIN THE PRIVATE STREET SHALL BE MAINTAINED BY THE APPROPRIATE AGENCY AS DESCRIBED HEREIN.

THE AREAS MARKED "PUBLIC UTILITY EASEMENT" OR "P.U.E." ARE DEDICATED TO THE CITY OF CLAYTON, OR ITS DESIGNEE, AND TO THE PUBLIC FOR UNDERGROUND GAS, TELEPHONE, WATER, ELECTRIC, CABLE T.V., AND OTHER FACILITIES INCLUDING CONSTRUCTION, ACCESS AND/OR MAINTENANCE OF IMPROVEMENTS AND STRUCTURES AND CLEARING OF OBSTRUCTIONS AND VEGETATION AND FOR INGRESS AND EGRESS OF VEHICLES AND EQUIPMENT. THESE EASEMENTS ARE TO BE KEPT OPEN AND FREE FROM BUILDINGS AND STRUCTURES EXCEPT SERVICE STRUCTURES, IRRIGATION SYSTEMS AND APPURTENANCES, LAWFUL FENCES AND ALL LAWFUL UNSUPPORTED ROOF OVERHANGS.

THE AREAS MARKED "WATER LINE EASEMENT" OR "W.L.E." ARE NON-EXCLUSIVE EASEMENTS DEDICATED TO THE CONTRA COSTA WATER DISTRICT, OR ITS DESIGNEE, FOR WATER LINE CONSTRUCTION, MAINTENANCE OF IMPROVEMENTS AND STRUCTURES, CLEARING OF OBSTRUCTIONS AND VEGETATION, AND FOR INGRESS AND EGRESS PURPOSES.

THE AREAS MARKED "PRIVATE STORM DRAINAGE EASEMENT" OR "P.S.D.E." ARE NON-EXCLUSIVE PRIVATE EASEMENTS FOR THE CONSTRUCTION AND MAINTENANCE OF PRIVATE STORM DRAIN IMPROVEMENTS TO BE MAINTAINED BY THE OWNERS OR ASSOCIATION, IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR THE DEVELOPMENT.

THE AREA MARKED "EMERGENCY VEHICLE ACCESS" OR "E.V.A." IS A NON-EXCLUSIVE EASEMENT, DEDICATED TO THE PUBLIC FOR USE BY EMERGENCY VEHICLES OVER THE PRIVATE STREET (PARCEL F).

THE AREA WITHIN "PARCEL F" MARKED "PRIVATE SANITARY SEWER EASEMENT" OR "P.S.S.E." ARE RESERVED FOR THE CONSTRUCTION AND MAINTENANCE OF SANITARY SEWER FACILITIES AND APPURTENANCES, ALONG WITH RIGHTS OF INGRESS AND EGRESS. MAINTENANCE OF PRIVATE SANITARY SEWER IMPROVEMENTS WILL BE THE RESPONSIBILITY OF THE OWNERS OR ASSOCIATION, IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR THE DEVELOPMENT.

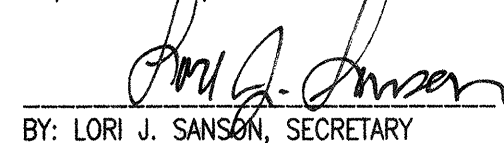
THE AREAS MARKED "PRIVATE ACCESS EASEMENT" OR "P.A.E." ARE RESERVED FOR THE PURPOSE OF INGRESS AND EGRESS IN ACCORDANCE WITH THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS; SAID EASEMENTS ARE NOT OFFERED FOR DEDICATION TO THE PUBLIC.

WE DO FURTHER RELINQUISH ALL ABUTTERS RIGHTS OF ACCESS TO MITCHELL CANYON ROAD, A PUBLIC RIGHT OF WAY, ALONG LOT 18 AND PARCEL E, AS DEPICTED BY THE HATCHED LOCATIONS SHOWN ON THE MAP AS //////////.

THE DISPOSITION OF EASEMENTS ON THE PREMISES OR OF RECORD ARE SHOWN ON SHEET 3.

OWNER: CIVIC CLAYTON LLC, A CALIFORNIA LIMITED LIABILITY COMPANY  
BY: CIVIC PROPERTY GROUP, INC., A CALIFORNIA CORPORATION  
1500 WILLOW PASS COURT, CONCORD, CA. 94520

  
DAVID B. SANSON, PRESIDENT

  
BY: LORI J. SANSON, SECRETARY

## OWNER'S ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA  
COUNTY OF CONTRA COSTA

ON 12-13-2021 BEFORE ME, Jessica Moraes A NOTARY PUBLIC, PERSONALLY APPEARED

David B. Sanson + Lori J. Sanson, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND  
AND OFFICIAL SEAL

SIGNATURE OF NOTARY:  MY COMMISSION NUMBER: 2315057

PRINT NAME OF NOTARY: Jessica Moraes MY COMMISSION EXPIRES: 12/26/2023

COUNTY OF PRINCIPAL PLACE OF BUSINESS: Contra Costa

## TRUSTEE'S STATEMENT

FIRST AMERICAN TITLE COMPANY, AS TRUSTEE UNDER THE DEED OF TRUST RECORDED ON

OCTOBER 15, 2021 AS INSTRUMENT NO. 2021-0284077 OF OFFICIAL RECORDS DOES HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP AND JOINS IN ALL DEDICATIONS THEREON.

IN WITNESS WHEREOF, THE UNDERSIGNED HAS EXECUTED THIS STATEMENT ON

December 13<sup>th</sup>, 2021, BY ITS DULY AUTHORIZED OFFICERS AS TRUSTEE:

FIRST AMERICAN TITLE COMPANY

BY: 

NAME: SYLVIA ERAZO

TITLE: VP, Director of Escrow

DATE: 12/13/21

## TRUSTEE'S ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA  
COUNTY OF ~~CONTRA COSTA~~ San Jose Santa Clara

ON December 13, 2021 BEFORE ME, C. Marroquin A NOTARY PUBLIC, PERSONALLY APPEARED

Sylvia Erazo, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND, AND OFFICIAL SEAL

SIGNATURE OF NOTARY:  MY COMMISSION NUMBER: 2366170

PRINT NAME OF NOTARY: C. Marroquin MY COMMISSION EXPIRES: 7/18/25

COUNTY OF PRINCIPAL PLACE OF BUSINESS: Santa Clara

## SIGNATURE OMISSIONS:

IN ACCORDANCE WITH 66436 (a), 3(A)(1) OF THE SUBDIVISION MAP ACT, SIGNATURES OF THE PARTIES OWNING THE FOLLOWING INTERESTS, WHICH CANNOT RISE INTO A FEE, HAVE BEEN OMITTED.

BOOK 227 OF DEEDS, PAGE 283 - IN FAVOR OF PACIFIC TELEPHONE AND TELEGRAPH COMPANY.  
BOOK 241 OF DEEDS, PAGE 331 - IN FAVOR OF VALLEY PIPE LINE COMPANY.

FINAL MAP OF

# SUBDIVISION 9536 DIABLO MEADOWS

A PORTION OF THE NORTHWEST 1/4 OF SECTION 14,  
TOWNSHIP 1 NORTH, RANGE 1 WEST, MOUNT DIABLO BASE  
AND MERIDIAN, AS DESCRIBED IN THE GRANT DEED  
RECORDED AUGUST 13, 1959 IN BOOK 3432 AT PAGE 393  
IN THE OFFICE OF THE CONTRA COSTA COUNTY RECORDER

CITY OF CLAYTON - CONTRA COSTA COUNTY - CALIFORNIA

 **MERIDIAN**  
ASSOCIATES, INC.  
CIVIL ENGINEERING • PLANNING • SURVEYING  
NOVEMBER, 2021

## SURVEYOR'S STATEMENT:

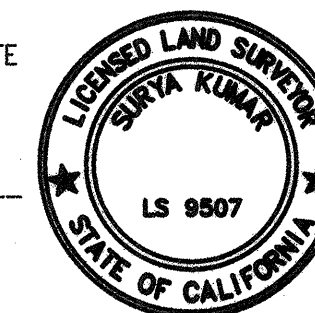
I, SURYA KUMAR, STATE THAT THE MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF DENOVA HOMES ON MARCH 17, 2020. I HEREBY STATE THAT THIS SUBDIVISION MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

THE MONUMENTS OF THE CHARACTER SHOWN ON THE SUBDIVISION MAP WILL BE SET IN SUCH POSITIONS ON OR BEFORE APRIL, 2022, AND WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

ALL BEARINGS OF THIS MAP ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE III (CCS83)

DATED: 12/10/2021

  
SURYA KUMAR, L.S. 9507




## SOILS REPORT STATEMENT:

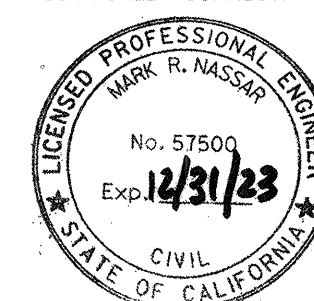
A GEOTECHNICAL INVESTIGATION ENTITLED "GEOTECHNICAL INVESTIGATION - MITCHELL CANYON DEVELOPMENT", PROJECT NUMBER 155-90, DATED FEBRUARY 28, 2020, WHICH INCLUDES THE LANDS OF THIS SUBDIVISION WAS PREPARED BY OR UNDER THE DIRECTION OF STEVENS, FERRONE & BAILEY ENGINEERING COMPANY, INC., AND IS ON FILE WITH THE CITY OF CLAYTON.

## CITY ENGINEER'S STATEMENT:

I, MARK NASSAR, CITY ENGINEER OF THE CITY OF CLAYTON, HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP ENTITLED, "SUBDIVISION 9536 - DIABLO MEADOWS"; THAT SAID SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF AS APPROVED BY THE CITY OF CLAYTON, CITY COUNCIL ON Nov 16, 2021; THAT ALL OF THE PROVISIONS OF STATE LAWS AND LOCAL ORDINANCES GOVERNING THE FILING OF SUBDIVISION MAPS HAVE BEEN COMPLIED WITH, AND I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

DATED: 12/9/2021


  
MARK NASSAR, CITY ENGINEER  
C 57500



## CITY SURVEYOR'S STATEMENT:

I, STEPHANIE REISSETTER GRONLUND, ACTING CITY SURVEYOR FOR THE CITY OF CLAYTON, HEREBY STATE THAT I HAVE EXAMINED THIS MAP ENTITLED, "SUBDIVISION 9536 - DIABLO MEADOWS" AND I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

DATED: 12/13/2021

  
STEPHANIE REISSETTER GRONLUND,  
ACTING CITY SURVEYOR LS 7907

FINAL MAP OF  
**SUBDIVISION 9536**  
**DIABLO MEADOWS**

A PORTION OF THE NORTHWEST 1/4 OF SECTION 14,  
TOWNSHIP 1 NORTH, RANGE 1 WEST, MOUNT DIABLO BASE  
AND MERIDIAN, AS DESCRIBED IN THE GRANT DEED  
RECORDED AUGUST 13, 1959 IN BOOK 3432 AT PAGE 393  
IN THE OFFICE OF THE CONTRA COSTA COUNTY RECORDER

CITY OF CLAYTON - CONTRA COSTA COUNTY - CALIFORNIA

**M** **MERIDIAN**  
ASSOCIATES, INC.  
CIVIL ENGINEERING • PLANNING • SURVEYING  
NOVEMBER, 2021

CITY CLERK'S STATEMENT:

I, JANET CALDERON, CITY CLERK OF THE CITY COUNCIL OF THE CITY OF CLAYTON, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DO HEREBY STATE THAT THIS MAP, CONSISTING OF FIVE SHEETS AND ENTITLED, "SUBDIVISION 9536 - DIABLO MEADOWS", WAS PRESENTED TO SAID COUNCIL AS PROVIDED BY LAW AT A REGULAR MEETING HELD ON THE 16<sup>th</sup> DAY OF November, 2021, AND THAT SAID COUNCIL DID THEREUPON APPROVE SAID MAP AND DID ACCEPT ON BEHALF OF THE PUBLIC ALL DRIVES, WAYS, STREETS, COURTS, AND PARCELS SHOWN THEREUPON AS DEDICATED FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF THE OFFER OF DEDICATION AND OF THE SUBDIVISION MAP ACT SECTION 66477.5 (C).

I HEREBY FURTHER STATE THAT PURSUANT TO SECTION 66477.5 OF THE CALIFORNIA GOVERNMENT CODE, THE LOCAL AGENCY SHALL RECONVEY THE PROPERTY TO THE SUBDIVIDER IF THE LOCAL AGENCY MAKES A FINDING THAT THE SAME PURPOSE FOR WHICH THE PROPERTY WAS DEDICATED DOES NOT EXIST OR ANY PORTION THEREOF IS NOT NEEDED FOR PUBLIC UTILITY, AS SPECIFIED IN SUBDIVISION (C) OF THE SECTION.

THE NAME AND ADDRESS OF THE SUBDIVIDER(S) DEDICATING SAID PROPERTY IN FEE FOR PUBLIC PURPOSES ARE AS SHOWN ON THE STATEMENT OF OWNERS UPON THIS SHEET.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND THIS 13<sup>th</sup> DAY OF December, 2021.

Janet Calderon  
JANET CALDERON  
CITY CLERK OF THE CITY OF CLAYTON

CLERK OF THE BOARD OF SUPERVISORS STATEMENT:

I STATE, AS CHECKED BELOW, THAT:

( ) A TAX BOND ASSURING PAYMENT OF ALL TAXES WHICH ARE NOW A LIEN, BUT NOT YET PAYABLE, HAS BEEN RECEIVED AND FILED WITH THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA.  
☒ ALL TAXES DUE HAVE BEEN PAID AS STATED BY THE COUNTY REDEMPTION OFFICER.

DATED: 12/15/2021



MONICA NINO  
CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR  
OF COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

BY: Stacey M. Boyd  
DEPUTY CLERK, Stacey M. Boyd

COUNTY RECORDER'S STATEMENT:

THIS MAP ENTITLED, "SUBDIVISION 9536 - DIABLO MEADOWS", IS HEREBY ACCEPTED FOR FILING SHOWING A CLEAR TITLE AS PER (LETTER OF TITLE) (SUBDIVISION GUARANTEE) MADE BY FIRST AMERICAN TITLE COMPANY DATED THE 15<sup>th</sup> DAY OF December, 2021, AND AFTER EXAMINING THE SAME, I DEEM THAT SAID MAP COMPLIES IN ALL RESPECTS WITH THE PROVISIONS OF STATE LAWS AND LOCAL ORDINANCES GOVERNING THE FILING OF SUBDIVISION MAPS.

FILED AT THE REQUEST OF FIRST AMERICAN TITLE COMPANY AT 11:22 A.M. ON THE 15<sup>th</sup> DAY OF December, 2021, IN BOOK 549 OF MAPS AT PAGE 30-34 IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA.

DEBORAH R. COOPER  
COUNTY RECORDER IN AND FOR THE COUNTY  
OF CONTRA COSTA, STATE OF CALIFORNIA

BY: Agnecco  
CLERK RECORDER Agnecco, Deputy Clerk

# FINAL MAP OF SUBDIVISION 9536 DIABLO MEADOWS

A PORTION OF THE NORTHWEST 1/4 OF SECTION 14,  
TOWNSHIP 1 NORTH, RANGE 1 WEST, MOUNT DIABLO BASE  
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CITY OF CLAYTON - CONTRA COSTA COUNTY - CALIFORNIA

**MERIDIAN**  
ASSOCIATES, INC.  
CIVIL ENGINEERING • PLANNING • SURVEYING  
NOVEMBER, 2021

## LEGEND

- FOUND STREET MONUMENT
- SET STREET MONUMENT, LS 6323
- FOUND IRON PIPE, AS NOTED
- IRON PIPE NOT FOUND, AS NOTED
- SET 1/2" REBAR & CAP LS 9507
- BOUNDARY LINE
- MONUMENT LINE
- EASEMENT LINE
- PROPERTY LINES
- CENTER LINE
- RELINQUISHMENT OF ABUTTER'S RIGHTS TO MITCHELL CANYON ROAD (SEE SHEET 3)

## ABBREVIATIONS

- ( ) (3) RECORD DATA PER MAP REFERENCE (BELOW)
- (E) EXISTING
- M-M MONUMENT TO MONUMENT
- M-CL MONUMENT TO CENTERLINE
- CL-BC CENTER LINE TO BEGINNING OF CURVE
- BC-BC BEGINNING OF CURVE TO BEGINNING OF CURVE
- (T) TOTAL
- D DELTA
- R RADIUS
- L LENGTH
- (R) RADIAL

## MAP REFERENCES

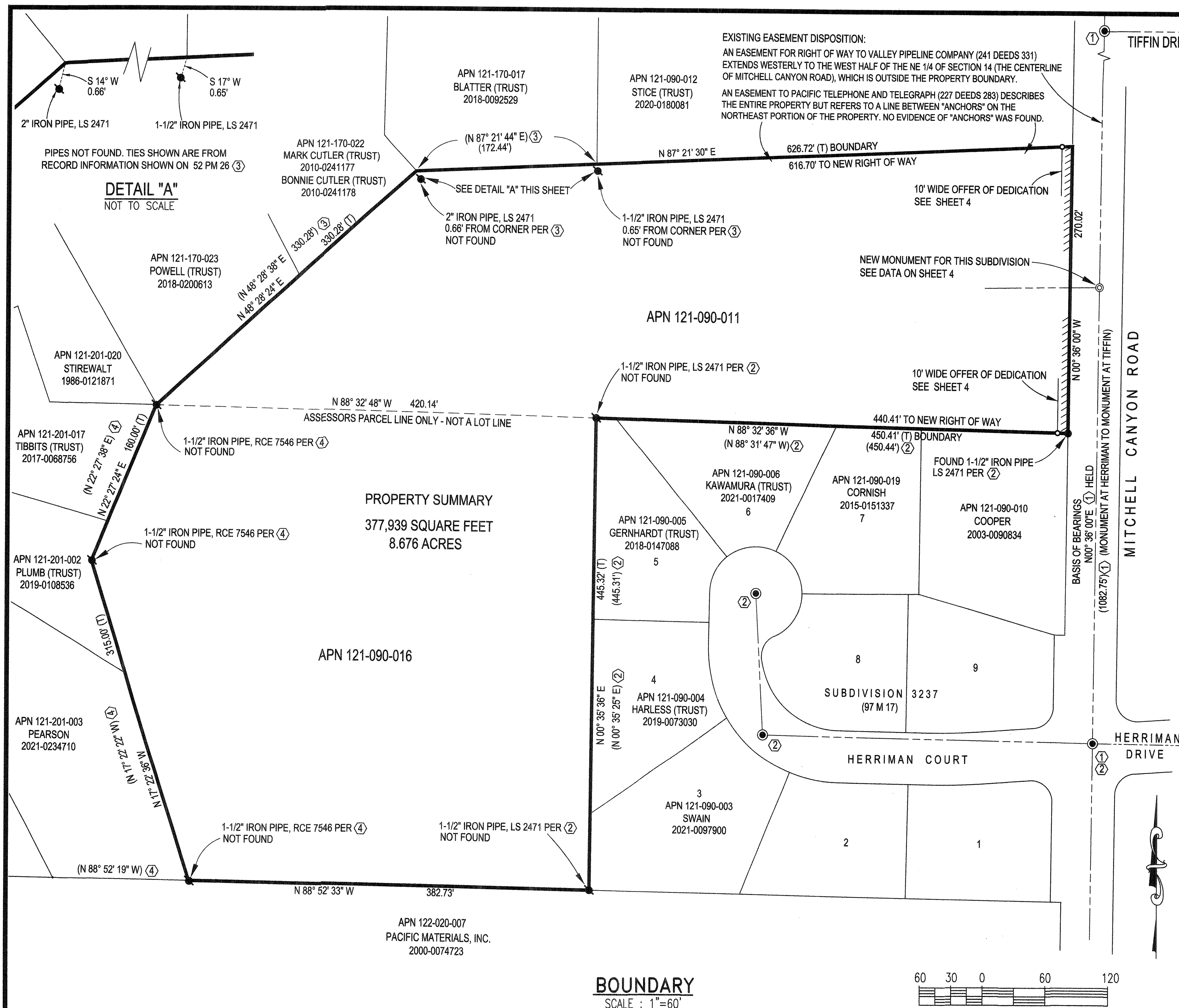
- ① "SUBDIVISION 3934 - MITCHELL CANYON UNIT 7"  
RECORDED OCTOBER 8, 1969 (128 M 23)
- ② "SUBDIVISION 3237 - MITCHELL CANYON ESTATES - UNIT NO. 5"  
RECORDED JANUARY 30, 1964 (97 M 17)
- ③ PARCEL MAP RECORDED FEBRUARY 9, 1977 (52 PM 26)
- ④ "SUBDIVISION 4886 - DAVIS RIDGE"  
RECORDED FEBRUARY 10, 1978 (207 M 48)

## BASIS OF BEARINGS:

BASIS OF BEARINGS: NORTH 00° 36' EAST AS SHOWN ON THE  
MAP OF MITCHELL CANYON UNIT 7, (BOOK 128 OF MAPS,  
PAGE 23) BETWEEN MONUMENTS ON MITCHELL CANYON ROAD  
(AT HERRIMAN DRIVE AND TIFFIN DRIVE).

ALL BEARINGS OF THIS MAP ARE BASED ON THE CALIFORNIA  
COORDINATE SYSTEM OF 1983, ZONE III (CCS83)

SHEET 3 OF 5



# FINAL MAP OF SUBDIVISION 9536 DIABLO MEADOWS

A PORTION OF THE NORTHWEST 1/4 OF SECTION 14,  
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CITY OF CLAYTON - CONTRA COSTA COUNTY - CALIFORNIA

**MERIDIAN**  
ASSOCIATES, INC.  
CIVIL ENGINEERING • PLANNING • SURVEYING  
NOVEMBER, 2021

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- - - MONUMENT LINE
- - - EASEMENT LINE
- - - PROPERTY LINES
- - - CENTER LINE
- /// RELINQUISHMENT OF ABUTTER'S RIGHTS TO MITCHELL CANYON ROAD
- - - RADIAL BEARING AND/OR RIGHT ANGLE MEASUREMENT (TIE)

## ABBREVIATIONS

- M-M MONUMENT TO MONUMENT
- (R) RADIAL BEARING
- (T) TOTAL
- D DELTA
- R RADIUS
- L LENGTH
- E.V.A. EMERGENCY VEHICLE ACCESS
- P.A.E. PRIVATE ACCESS EASEMENT
- P.S.D.E. PRIVATE STORM DRAIN EASEMENT
- P.S.S.E. PRIVATE SANITARY SEWER EASEMENT
- P.U.E. PUBLIC UTILITY EASEMENT
- W.L.E. WATER LINE EASEMENT

## MAP REFERENCES

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- ② "SUBDIVISION 3237 - MITCHELL CANYON ESTATES - UNIT NO. 5" RECORDED JANUARY 30, 1964 (97 M 17)
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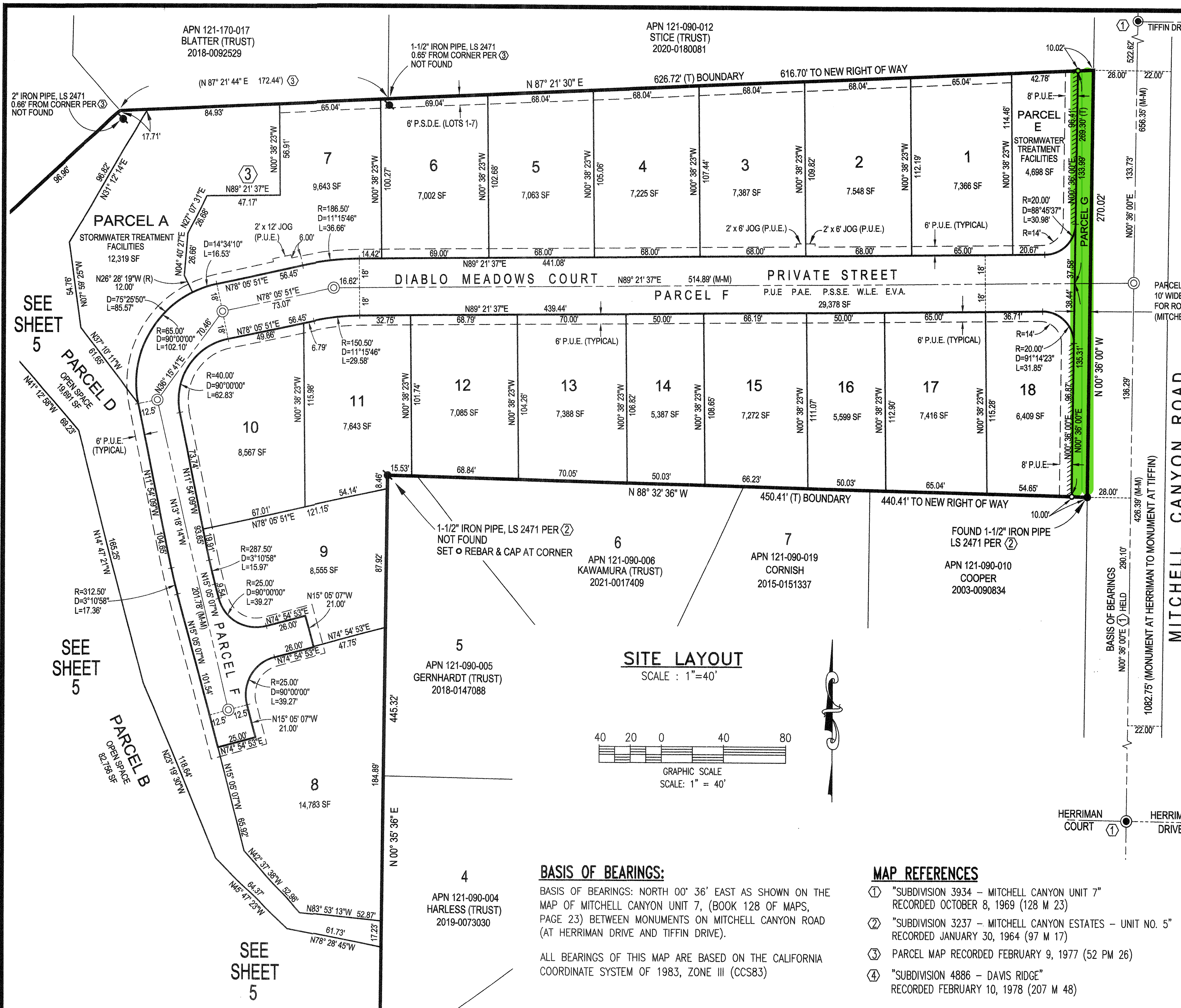
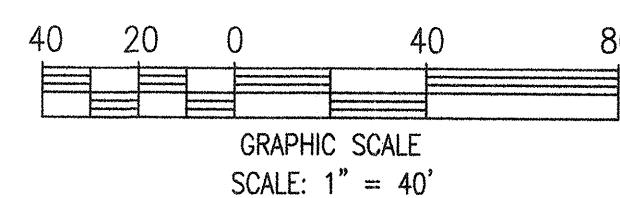
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ALL BEARINGS OF THIS MAP ARE BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, ZONE III (CCS83)

## SITE LAYOUT

SCALE : 1"=40'



# FINAL MAP OF SUBDIVISION 9536 DIABLO MEADOWS

A PORTION OF THE NORTHWEST 1/4 OF SECTION 14,  
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CITY OF CLAYTON - CONTRA COSTA COUNTY - CALIFORNIA



**MERIDIAN**  
ASSOCIATES, INC.

CIVIL ENGINEERING • PLANNING • SURVEYING

NOVEMBER, 2021

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- - - RADIAL BEARING AND/OR RIGHT ANGLE MEASUREMENT (TIE)

## ABBREVIATIONS

- M-M MONUMENT TO MONUMENT
- (R) RADIAL BEARING
- (T) TOTAL
- D DELTA
- R RADIUS
- L LENGTH
- E.V.A. EMERGENCY VEHICLE ACCESS
- P.A.E. PRIVATE ACCESS EASEMENT
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- P.S.S.E. PRIVATE SANITARY SEWER EASEMENT
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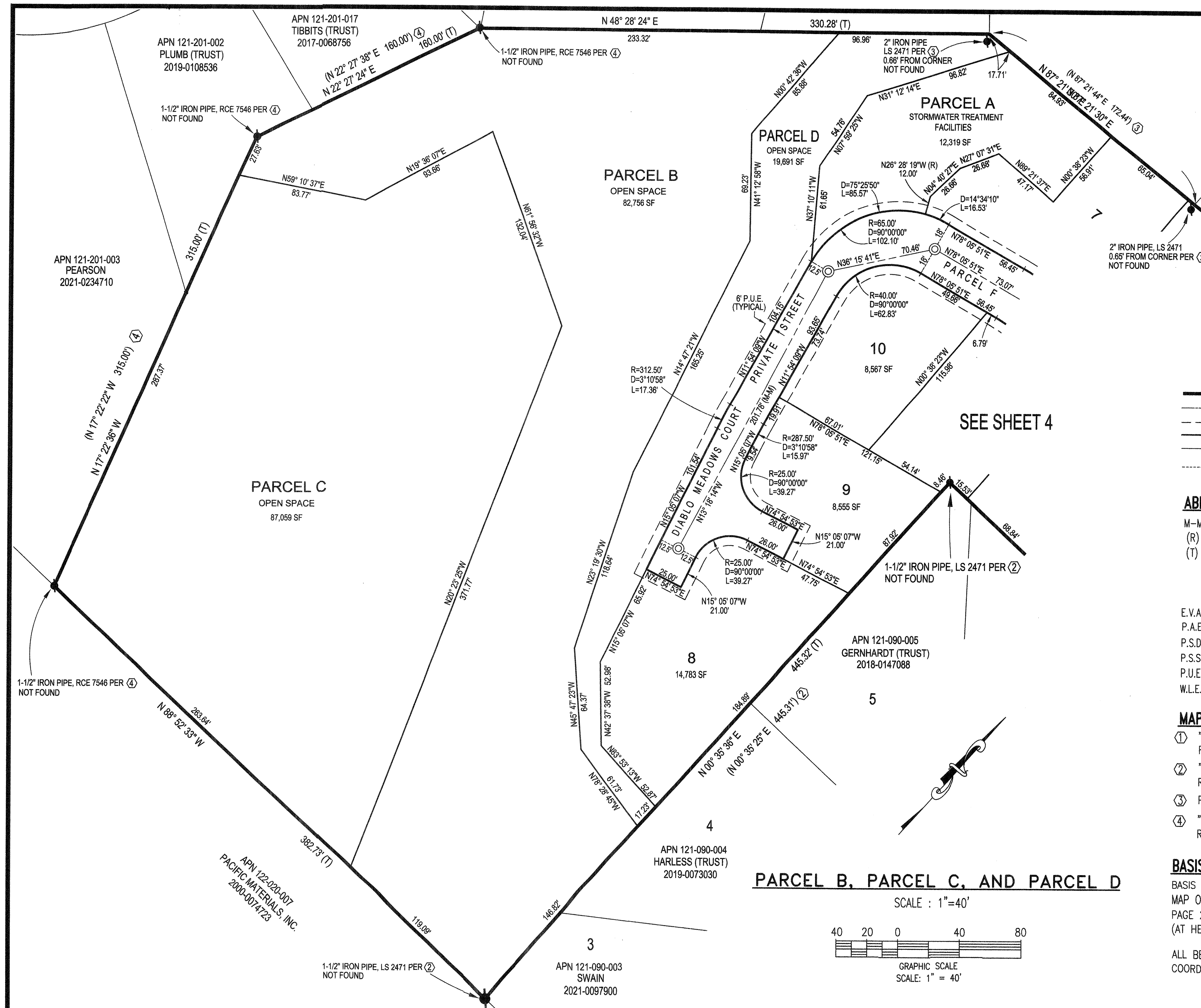
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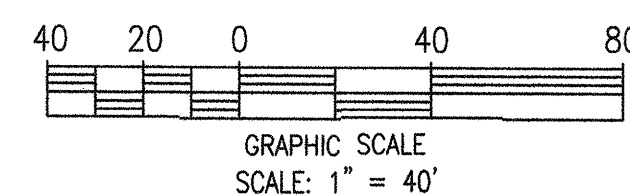
ALL BEARINGS OF THIS MAP ARE BASED ON THE CALIFORNIA  
COORDINATE SYSTEM OF 1983, ZONE III (CCS83)

SHEET 5 OF 5



PARCEL B, PARCEL C, AND PARCEL D

SCALE : 1" = 40'



BK 549 Pg 34 end.

**ADRIANNA LOPEZ**  
for  
"Doing the Right Thing"  
at  
Mt. Diablo Elementary School  
by exemplifying great "Integrity"  
March and April 2023

**REANAN STICE**  
for  
"Doing the Right Thing"  
at  
Mt. Diablo Elementary School  
by exemplifying great "Integrity"  
March and April 2023

**VALERIE HUERTA**  
for  
"Doing the Right Thing"  
at  
Diablo View Middle School  
by exemplifying great "Integrity"  
March and April 2023

**TAYLER LATON**  
for  
"Doing the Right Thing"  
at  
Diablo View Middle School  
by exemplifying great "Integrity"  
March and April 2023

**TAMARA AND BOB STEINER**

"Unsung Heros"  
*The Clayton Pioneer*  
Celebrating 20 Years  
As  
Clayton's Local News Source



# AGENDA REPORT

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** Patrick Nemah, Office Assistant

**DATE:** May 16, 2023

**SUBJECT:** Welcome and Recognition of New Local Businesses

---

## **RECOMMENDATION**

City Council welcome and recognize new local businesses that have received business licenses in Clayton since October 21, 2022.

## **BACKGROUND**

During the City Council meeting held on August 16, 2022, City staff proposed establishing a program that provides owners of new local businesses the opportunity to attend a City Council meeting and announce the opening of their businesses in the City. Implementing this program creates connection between the City Council and local businesses by providing a direct line of communication between business owners and the City Council. The program will also provide a platform for owners of new businesses to announce promotional events such as ribbon-cutting ceremonies and to invite City Council members to these events to help spread the news of their services within the community.

## **DISCUSSION**

At regular City Council meetings in May and November of each year, owners of new businesses that opened in the preceding 6 months are invited to attend the City Council meeting to announce their business. From October 21, 2022, to April 30, 2023, the City of Clayton issued 5 business licenses for new businesses located in the City. City staff sent each of these businesses' owners an invitation to tonight's City Council meeting to introduce themselves.

## **FISCAL IMPACTS**

None.

## **ATTACHMENTS**

1. Invitation flyer to new businesses in the City
2. List of new commercial and home-based businesses licensed in the City of Clayton from October 21, 2022, to April 30, 2023.



# Clayton New Business Recognition

Tuesday, May 16, 2023  
7:00 p.m.

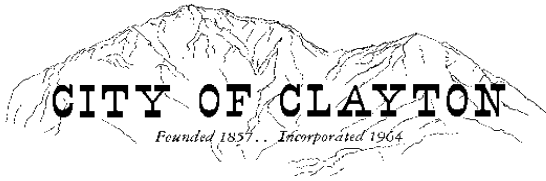
Hoyer Hall  
6125 Clayton Road  
Clayton, CA 94517

You are invited to attend our semiannual  
New Business Recognition at the next meeting of the Clayton City  
Council. Time will be provided during the meeting for you to  
introduce yourself and your business to the  
Clayton community.

For More Information:  
Patrick Nemah, Office Assistant  
925 673 7300  
[patrickn@claytonca.gov](mailto:patrickn@claytonca.gov)

**New Commercial Businesses Licensed from October 21<sup>st</sup>, 2022, to April 30<sup>th</sup>, 2023**

<b>Business Name</b>	<b>Location</b>
Clayton Hair Affair	5439 CLAYTON RD SUITE A
The Orange Door Hair Salon	5433 CLAYTON RD SUITE D
The Strategic Liaison LLC	1713 INDIAN WELLS WAY
Maura Beauty	6064 MAIN ST
Total Aura Spiritual Spa	6064 MAIN ST



# STAFF REPORT

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** Ron Bernal, Interim City Manager

**MEETING DATE:** May 16, 2023

**SUBJECT:** Receive the Fiscal Year 2020/21 and Fiscal Year 2021/22 Annual Citizens Oversight Report by the Trails and Landscape Committee for Measure H, Citywide Landscape Maintenance District

---

## **REQUEST**

Receive the Annual Reports for Fiscal Year (FY) 2020/21 and 2021/22 from the Citizens Oversight Committee of the Trails and Landscape Committee (TLC) as stipulated in Measure H as approved by the voters for the Community Facilities District Funding of the City of Clayton roadway landscaping, trail and open space maintenance (Landscape Maintenance District).

## **BACKGROUND**

Measure H passed by the voters in June 2016, extended the Citywide Landscape Maintenance District special tax through June 31, 2027. The measure called for the preparation of an Annual Report by a Citizens Oversight Committee to be prepared and submitted to the City Council. The Trails and Landscaping Committee (TLC) is the local name approved by the City Council to refer to the Citizens Oversight Committee called for in the measure.

The TLC has prepared the two attached Annual Reports for both Fiscal Year 2020/21 and Fiscal Year 2021/22. The reports include highlights of the Landscape Maintenance District activities for each of these two years and year end budget information for each report on how the revenue received by the special tax (Measure H) was spent on Landscape Maintenance District activities as established by the voters. The TLC independently prepared the Annual Reports. for the FY 2020/21 and at its November 2, 2022 meeting, The TLC reviewed and unanimously approved the report to be forwarded to the City Council for their acceptance. At their January 23, 2023 meeting, they unanimously approved the FY 2021/22 Annual Report to be forwarded to the City Council for their acceptance.

## **ATTACHMENTS:**

- Attachment 1: Citizens Oversight Committee FY 2020/21 Annual Report for the Citywide Landscape Maintenance District
- Attachment 2: Citizens Oversight Committee FY 2021/22 Annual Report for the Citywide Landscape Maintenance District

**City of Clayton - Trails and Landscape Committee (TLC)**  
serving as the Citizens Oversight Committee for Measure H

# **Annual Report of the Landscape Maintenance District**

## **Fiscal Year 2020 - 2021**

Reviewed and Approved by the TLC members at its Public Meeting on 02 Nov 2022

**Chair – Erin Bennett**  
**Vice Chair- Steve Rossi**

**Members**

**Tom Brand**

**Kate Happy**

**Craig Nuchols**

**Patti Pratt**

**Allison Snow**

**Nancy Topp**

**Joyce Wells**



## **2020-21 TLC Members**

Citizens and their respective terms who served during the FY 2020-21 as members of the TLC (July 1, 2020 - June 30, 2021):

Bill Wiggins	January 2019 - December 2020
Suzanne Brennan	March 2020 - December 2021
Trisha Brown	March 2020 - December 2021
Karen Case	March 2020 - December 2021
Justin Cesarin	March 2020 - December 2021
Scott Feuer	March 2020 - December 2021

Additionally, the follow City Council Liaisons served during 2020-2021:

Ex-Officio Jeff Wan (Vice Mayor) January 2020- December 2020

Ex Officio Alternate Tuila Catalano (Council Member) January 2020- December 2020

Ex-Officio Peter Cloven (Vice Mayor) January 2021- December 2021

## Trails and Landscape Committee (TLC) Annual Report 2020-21

Given the COVID pandemic and other circumstances, the Trails and Landscape Committee (TLC) has had many changes over the last few years. As such, we are submitting this annual report in the second half of 2022, after meeting three times earlier this year to get a better understanding of our roles and responsibilities. Given this evolution, the TLC held no meetings in 2020 and two (2) meetings in early 2021. As always, these meetings are open to the public and community engagement is welcome. As the new Citizen's Oversight Committee for Measure H, we are now reviewing the planned and actual expenditures for the Clayton Landscape Maintenance District (LMD) and Fund No. 210 for the 2020-21 fiscal year to determine if they were spent as outlined in the plan.

The current 2022-23 TLC is comprised of nine (9) appointed members/volunteers, who are all new to the committee. Our new committee includes enthusiastic members dedicated to working in partnership with our city team to keep our outdoor areas as beautiful as they can be. The current committee members include Erin Bennett, Chair; Steve Rossi, Vice Chair; Tom Brand; Kate Happy; Craig Nuchols; Patti Pratt; Allison Snow; Nancy Topp; and Joyce Wells.

Included in this annual report is the "City of Clayton Budget Message and Adopted FY 2020-2021 Budget." This report, among other things, discusses the scope of actions and planned activities for the LMD and Maintenance Team for FY 2020-21. Also included in this report is a Maintenance District Activity Report and two LMD Project Updates. (Please note the dates on these reports do not line up exactly with the fiscal year.) The last addition to this report is the LMD Fund-210 Financials showing the proposed/adopted budget figures and actual revenue and expense figures pertaining to the FY 2020-21 LMD budget.

In addition to the regular, temporary, and seasonal salaries included in the budget, the primary expenditures planned for 2020-21 include maintenance activities such as trail fixture repair/replacement, tree trimming, and weed abatement, totaling just over \$440K. Special planned projects were budgeted at \$222K, which included median improvements and irrigation control upgrades.

The following are the key takeaways of 2020-21 activity:

1. Total expenditures were significantly less (approximately \$500K) than budgeted due to COVID staffing issues and drought conditions.
2. Drought conditions and COVID staffing issues delayed the planned median improvements and trail fixture repairs/replacements, which will be postponed to the future when conditions improve.
3. The multi-year downtown planter rejuvenation project concluded.
4. The completed scheduled replacement and upgrade of irrigation controls as part of the ongoing irrigation upgrade project.
5. Prohibitive impact of COVID pandemic on staff's use of outside seasonal contract

workers for maintenance work.

A review of the 2020-21 FY Financial Report provided to the TLC and included in this report shows the actual expenditures were significantly less (approximately \$500K) than the approved budget due to the reasons mentioned previously. The differences between the budget amounts and the actual expenditures were primarily in Trail Fixtures Repairs/Replacements (Acct line 7306 for about \$175K), Project/Program Costs (Acct line 7520 for about \$165K), and Contract Seasonal Labor (Acct line 7435 for about \$60K). These differences will be carried over into future budgets for completion.

In conclusion, the LMD financials show no inappropriate use of District funds and a year-end financial position that remains healthy going into FY 2021-22.

*City of Clayton Budget Message  
Adopted FY 20-21 Budget  
Special Revenue Funds*

**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 throughout the City.* The LMD has now completed its third 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. Unfortunately due to temporarily vacancies on the TLC that were recently appointed, and limited staffing during the FY 20-21 budget process, there was not the ability to conduct a Trails and Landscape Committee meeting prior to the budget adoption. Staff will regroup with the TLC and then forward their review and any additional or modified recommendations when completed to the City Council. If needed the City Council could then take any action to make budget amendments to 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 1.1%, the LMD'S projected revenues are proposed to be increased by 1.1% to a total of \$1,168,107 for FY 2020-21. This results in a modest increase to LMD special parcel tax revenues of \$12,709 over the prior year's adopted budget. The capped CPI growth adjustment will result in an increase of \$2.92 per residential parcel over the prior year rate (last year's single family rate was \$263.54; including the CPI adjustment factor the new single-family parcel rate will be \$266.4).

Over the past ten years, from FY 2007-08 through FY 2019-20, it is estimated the LMD will have used approximately \$2 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 2020-21, the LMD will have invested over \$2.4 million into landscape-related capital improvements in addition to maintaining current landscaping. The prior year's City Council adopted budget included the Downtown Planters (Main Street) replacement project at an estimated total cost for \$245,157. This project is expected to be completed by June 30, 2020.

For FY 2020-21, the LMD has budgeted to fund the following landscape maintenance improvement projects:

<u>Project Description</u>	<u>Amount</u>	<u>Project ID</u>
Clayton Road Median Improvements	112,000	LMD 2019-5
Replace Irrigation Control	30,000	LMD 2020-1
Replace Irrigation Control (two of them)	60,000	LMD 2021-1
Repave/Repair/Crack Seal Trails	175,000	7306
Arterial Tree Trimming	100,000	7440
<b>Total</b>	<b>477,000</b>	

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.

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 \$557,131 by the close of FY 2020-21, staff is not proposing additional capital projects beyond those listed in order to allow time to complete these budgeted 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. 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. Water districts were required by case law to change 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 2020 of apx. 6%. The proposed budget for LMD water irrigation supply service incorporates a large projected water cost increase of \$40,500 over the prior year budgeted figure, bringing the total budgeted water supply expenditure to \$242,800. 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 30.78% of the LMD budget in FY 2020-21 (\$520,712). 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.

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 2020-21. A relatively nominal amount of \$39,190 (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, 2021 is projected to

be **\$557,131**. 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 allows the LMD to re-examine priorities to replace landscape lost (including adding in more hardscape treatments) from the necessary extreme water conservation measures resulting from drought conditions.

City of Clayton					
Landscape Maintenance District Fund 210 (CFD 2007-1)					
Year-End FY2020/21					
		2019/20	2020/21	2020/21	2020-21
Account Number	Account Name	Actual	Adopted Budget	Amended Budget	Actual
7111	Salaries/Regular	218,753	228,746	228,746	243,827
7112	Temporary Help	3,757	22,793	22,793	6,987
7113	Overtime	1,075	2,000	2,000	1,907
7218	LTD/STD Insurance	2,379	2,292	2,292	2,382
7220	PERS Retirement - Normal Cost	19,565	21,486	21,486	23,147
7221	PERS Retirement - Unfunded Liability	32,190	22,418	22,418	26,422
7231	Workers Comp Insurance	15,715	12,199	12,199	10,484
7232	Unemployment Insurance	1,291	2,090	2,090	-
7233	FICA Taxes	3,694	5,089	5,089	4,258
7246	Benefit Insurance	33,613	41,588	41,588	43,315
7301	Recruitment/Pre-employment	-	-	-	-
7306	Trail Fixture Repairs/Replacement	54	175,000	175,000	178
7307	Irrigation Supplies and Materials	10,869	-	-	-
7308	Weed Abatement Supplies and Materials	10,003	-	-	-
7309	Plant Nutrition Supplies and Materials	1,177	-	-	-
7311	General Supplies	5,808	45,000	45,000	8,222
7316	Replacement Plants (Shrubs, Trees, etc.)	-	20,000	20,000	2,822
7335	Gas & Electric Service	28,672	34,400	34,400	26,995
7338	Water Service	233,372	242,800	242,800	223,936
7340	Traffic Safety Supplies	2,817	-	-	292
7341	Buildings/Grounds Maintenance	13,243	17,000	17,000	38,149
7342	Machinery/Equipment Maint.	7,867	17,000	17,000	13,793
7343	Vehicle Maintenance	16,480	24,000	24,000	9,482
7344	Vehicle Gas, Oil, and Supplies	7,957	18,000	18,000	12,374
7381	Property Tax Admin Cost	3,740	4,000	4,000	3,740
7382	Election Services	-	-	-	-
7389	Miscellaneous	-	-	-	-
7411	Professional Services (Legal)	-	-	-	-
7419	Other Prof. Services	5,934	7,000	7,000	6,198
7429	Animal/Pest Control Services	608	5,000	5,000	4,653
7435	Contract Seasonal Labor	85,413	160,000	160,000	98,742
7440	Tree Trimming Services	62,738	100,000	100,000	101,100
7445	Weed Abatement Services	172,429	166,586	166,586	120,990
7486	CERF Charges/Depreciation	30,000	30,000	30,000	30,000
7520	Project/Program costs	291,958	222,000	222,000	53,813
7615	Property Taxes	2,961	3,000	3,000	2,994
8101	Fund Admin - Transfer to GF	38,760	39,190	39,190	39,190
8111	Transfer to CIP Fund	-	-	-	-
8113	Transfer to Stormwater Fund	1,090	1,130	1,130	1,130
	<b>Total Expenditures</b>	<b>1,365,982</b>	<b>1,691,807</b>	<b>1,691,807</b>	<b>1,161,519</b>
4604	Clayton LMD Special Parcel Tax	1,156,944	1,168,107	1,168,107	1,169,764
5601	Interest	22,510	24,000	24,000	26,584
5606	Unrealized Inv Gain/Loss	21,675	-	-	(12,530)
5702	Donations/Contributions	1,804	-	-	-
	<b>Total Revenue</b>	<b>1,202,933</b>	<b>1,192,107</b>	<b>1,192,107</b>	<b>1,183,819</b>
	<b>Increase (Decrease) in Fund Balance</b>	<b>(163,049)</b>	<b>(499,700)</b>	<b>(499,700)</b>	<b>22,300</b>
	<b>Beginning Fund Balance</b>	<b>1,226,636</b>	<b>1,056,841</b>	<b>1,056,841</b>	<b>1,063,587</b>
	<b>Ending Fund Balance</b>	<b>1,063,587</b>	<b>557,141</b>	<b>557,141</b>	<b>1,085,887</b>
7306	<u>Trail Fixture Repairs/Replacement</u>				
	Bay Area Barric - Trail Sign	54			178
	Trail Repairs		5,000		
	trail cardinet along 11th fairway, Repave to Oakhurst Blvd		150,000		
	Crack Sealing		20,000		
	Repair/Redo Trail behind end of Peacock Creek				

		2019/20	2020/21	2020/21	2020-21
Account Number	Account Name	Actual	Adopted Budget	Amended Budget	Actual
	Total 7306	54	175,000		178
7307	<b><u>Irrigation Supplies &amp; Materials</u></b>				
	Nutrien Ag Solu - Irrigation Supplies	949			
	Site One Landsc - Irrigation Parts & Control Repair	3,700			
	US Bank Cal Card - Irrigation Supplies	6,220			
	Total 7307	10,869	-		-
7308	<b><u>Weed Abatement Supplies &amp; Materials</u></b>				
	Nutrien Ag Solutions -	9,921			
	Bay Area Barric - Storage Area Sign	82			
	Total 7308	10,003	-		-
7309	<b><u>Plant Nutrition Supplies &amp; Materials</u></b>				
	Nutrien Ag Solu - Fertilizer	831			
	Site-One Landscape	346			
	Total 7309	1,177	-		-
7311	<b><u>General Supplies</u></b>				
	Bay Area Barricade (Work signs, etc.)	119			46
	Cole Supply	454			55
	Concord Garden	104			-
	Nutrien Ag	208			1,724
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)				-
	Plant Nutrients - Fertilizer				-
	Grainger (Work safety equipment)				-
	Weed Control (Nutrien AG, etc.)				-
	Irrigation supplies (Calcard - US Bank)				2,903
	Ross Recreation (Trash receiptal/benches)				-
	Turf Star - Irrigation Supplies				-
	Site One Landscape (Irrigation)	231			-
	Zee Medical Supply				-
	Misc Supplies (Calcard - US Bank)	4,692	45,000		3,494
	Total 7311	5,808	45,000		8,222
7341	<b><u>Building/Grounds Maintenance</u></b>				
	Martell Water Systems (Well pump repairs)	250	5,000		250
	Misc Supplies (Calcard - US Bank)	1,587	-		2,756
	Pond M Solutions (\$650x12 water feature maintenance)	7,150	8,000		9,100
	Pond M Solutions (extra repairs)	2,036	2,000		3,570
	<b>Spraytec Maintenance (wastewater)</b>		2,000		
	Nutri Ag				12,212
	Bay Area Barric	49			
	Contra Costa Tractor	275			
	Dillon Elec - Landscape Lighting Repairs	1,378			855
	Site One Landscape nutrient	220			86
	Site One irrigation parts	298			5,925
	Mt. Diablo Lands - Sand				671
	Terracare (planter box repair Center St)				650
	Irrigation control location services contractor				
	Evans & Son ret wall cap repair				1,970
	Wally's Rental				104
	Total 7341	13,243	17,000		38,149
	difference (sb 0)	-	-		-
7342	<b><u>Machinery/Equipment Maintenance</u></b>				

		2019/20	2020/21	2020/21	2020-21
Account Number	Account Name	Actual	Adopted Budget	Amended Budget	Actual
	Conc Garden Equip Maintenance & Supplies	-	4,000		502
	Concord Trailer World		1,000		
	Contra Costa Tractor	1,388	2,000		2,426
	LEHR install light bar skip loader	470			
	Site One Landscape				
	Swenson's Mobile Service - Lawnmower service		3,000		
	US Bank (Calcard) - Machinery/Equipment Maint.	5,989	7,000		3,066
	Big O - Flat Repair	20			
	Bay Area Barricade				304
	Champion Spray		-		676
	Dillon Electric				730
	Martell Water well Service				
	Performance Trailer				1,104
	Sonsray Marchine forklift tractor parts				1,106
	Swensons Mobiel polaris repairs				1,366
	Spraytec wash rack service/repairs				2,513
	Total 7342	7,867	17,000		13,793
	difference (sb 0)	-	-		-
7419	<u>Other Professional Services</u>				
	CCC Fire Protection - Operation Permit	-	1,000		-
	EBRCSA-Radio Mtn PW radio's	1,400	1,400		1,306
	NBS Asment Dist Admin Fees+Del letters	4,517	4,600		4,702
	Cal Card US Bank	17			
	Engineering Services				190
	Total 7419	5,934	7,000		6,198
7445	<u>Weed Abatement Services</u>				
	Environtech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	100,800	68,400		56,250
	Waraner Bros - Peacock Cr Drainage Ditches	8,775			
	Weed Abatement - Rows/Medians		30,000		
	Waraner Bros Svc 1 x per yr+2 x trails (Fire Protection)	62,854	68,186		64,740
	Total 7445	172,429	166,586		120,990
7520	<u>Project/Program costs</u>				
	Sub Division/City Entry Signs (contingency)		-		1,517
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	259,517	-		22,105
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)	2,444	20,000		20,000
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians) hold due to drought		112,000		
	LMD 2020-1 (2020 Irrigation Controller Upgrade x2)	29,997	30,000		9,130
	US Bank (Calcard) -				1,061
	LMD 2021-1 (2020 Irrigation Control Upgrade controllers		60,000		
	LMD 2021-22 Irrigation Control upgrades - 6 remaining				
	Irrigation Computer Replacement				
	Native Planting Project				
	Lift/Trim Tree Canopies - Keller Rdg/Blue Oak				
			-		-
	Total 7520	291,958	222,000		53,813

# Memo



**To:** Trail and Landscape Committee  
**From:** Maintenance Supervisor, Jim Warburton  
**Date:** February 8, 2021  
**Re:** Landscape Maintenance District Project Updates

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- The Main Street Downtown Planter Box Project work has been completed by the outside contractor. This included removal of root bound Chinese Pastiche trees and enlarging some planters repairing others and replanting with crape myrtle trees. This project was award of construction contract by the City Council at its August 20, 2019 meeting. Construction was delayed due to Covid but now completed.
- The trees on the major arterial have been inspected and were thinned and raised to 15 feet for City standards in 2019 and 2020 by outside contractor.
- Two new Rain Master DX3 irrigation controllers were installed in 2019 and the two were done in 2020: Oakhurst at Eagle Peak west and one at the corner of Oakhurst and Clayton Road; Oakhurst and Yolanda and near North Valley Park. These new controllers will operate with the updated computer program for the central irrigation system.
- The Peacock Creek Trail is planned to have some repair/ be renovated after this winter rains are over timing is depending on staff availability.
- Repaving of trail from Cardinet Trail up adjacent to Golf Course to Oakhurst Blvd. and miscellaneous crack sealing of asphalt paths-- this is being coordinated by City Engineer with street repaving project expected by fall.
- Clayton Road Median improvements (three islands replace irrigation and replant) has been delayed due to Covid staffing limitations, now expected.

# Memo



**To:** Trail and Landscape Committee  
**From:** Maintenance Supervisor, Jim Warburton  
**Date:** April 12, 2021  
**Re:** Landscape Maintenance District Project Updates

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- The Main Street Downtown Planter Box Project work has been completed and closed out.
- The trees on the major arterials are continue to be side trimmed, thinned and raised to 15 feet for City standards by outside contractor.
- The Peacock Creek Trail repairs/ renovation is pending project and delayed due to limited staff availability.
- Repaving of trail from Cardinet Trail up adjacent to Golf Course to Oakhurst Blvd. and miscellaneous crack sealing of asphalt paths-- this will be coordinated by City Engineer with street repaving project expected by fall.
- Clayton Road Median improvements (three islands replace irrigation and replant) has been delayed due to staffing limitations.
- Temporary repair was made to trail at Westwood Park area and permanent repair will be coordinated by City Engineer with street repaving project expected by fall.



# **TRAILS & LANDSCAPING COMMITTEE**

## **MAINTENANCE ACTIVITY REPORT**

**4/2/2021 to 3/2/2022**

- Shrub trimming was completed on Oakhurst Drive, Clayton Road, Old Marsh Creek Road, Marsh Creek Road, Keller Ridge Drive Eagle Peak drive.
- Irrigation mainlines were repaired on Oakhurst Drive, Clayton Road.
- Wood chips were placed in the median on Clayton Road to help keep weeds under control and also to help the soil retain moisture.
- The Clayton water feature vault flooded due to a main line break and equipment was damaged, the necessary repairs were made and the fountain is in working order again. A small retaining wall will be constructed to keep future water from going into the vault.
- Trees were trimmed on Oakhurst Drive, Clayton Road, old Marsh Creek Road and Marsh Creek Road.
- Trails were inspected on a monthly basis for obstructing brush.
- Fencing was repaired on the Cardinet trail in three different places.
- Graffiti has been removed in several different places along the trail and in the creek tunnels. The cities creeks were cleaned and debris was removed so the creeks can flow during heavy rains.
- The maintenance Division kept four seasonal employees for the duration of the winter due to COVID-19, normally we lay off seasonal employees during the winter time and bring back in the spring when the work load increases.

**City of Clayton - Trails and Landscape Committee (TLC)**  
serving as the Citizens Oversight Committee for Measure H

# **Annual Report of the Landscape Maintenance District**

## **Fiscal Year 2021 - 2022**

Reviewed and Approved by the TLC members at its Public Meeting on 23 January 2023

**Chair – Erin Bennett**  
**Vice Chair- Steve Rossi**

**Members**

**Tom Brand**

**Kate Happy**

**Craig Nuchols**

**Patti Pratt**

**Allison Snow**

**Nancy Topp**

**Joyce Wells**



### **2021-22 TLC Members**

Citizens and their respective terms who served during the FY 2021-22 as members of the TLC (July 1, 2021 - June 30, 2022):

Suzanne Brennan	March 2020 – December 2021
Trisha Brown	March 2020 – December 2021
Karen Case	March 2020 – December 2021
Justin Cesarin	March 2020 – December 2021
Scott Feuer	March 2020 – December 2021
Erin Bennett	March 2022 – December 2022
Steve Rossie	March 2022 – December 2022
Tom Brand	March 2022 – December 2022
Kate Happy	March 2022 – December 2022
Craig Nuchols	March 2022 – December 2022
Patti Pratt	March 2022 – December 2022
Allison Snow	March 2022 – December 2022
Nancy Topp	March 2022 – December 2022
Joyce Wells	March 2022 – December 2022

Additionally, the following City Council Liaisons served during 2021-2022:

Ex-Officio Peter Cloven (Vice Mayor) January 2021- December 2021

Ex-Officio Alternate Jeff Wan (Council Member) January 2021- December 2021

Ex-Officio Holly Tillman (Vice Mayor) January 2022 - December 2022

Ex Officio Alternate Jeff Wan (Council Member) January 2022- December 2022

## **Trails and Landscape Committee (TLC) Annual Report 2021-22**

The current Trails and Landscape Committee (TLC) members were appointed in early 2022. To develop a strong understanding of our roles and responsibilities, we met three times in the first half of the 2022 calendar year. As always, these meetings are open to the public and community engagement is welcome. As the Citizen's Oversight Committee for Measure H, we have reviewed the planned and actual expenditures for the Clayton Landscape Maintenance District (LMD) and Fund No. 210 for the 2021-22 fiscal year to determine if they were spent as outlined in the plan.

The current TLC is comprised of nine (9) appointed members/volunteers, who began serving on the committee in March 2022. Our committee includes enthusiastic members dedicated to working in partnership with our city team to keep our outdoor areas as beautiful as they can be. The current committee members include Erin Bennett, Chair; Steve Rossi, Vice Chair; Tom Brand; Kate Happy; Craig Nuchols; Patti Pratt; Allison Snow; Nancy Topp; and Joyce Wells. The TLC commends the city and maintenance staff for all they have accomplished during the last few years, especially while challenged by a pandemic and severe drought. The trails were a great asset to the community during the pandemic, and the TLC is committed to ensuring they will continue to be a beloved city treasure for many years to come.

Included in this annual report is the "City of Clayton Budget Message Adopted FY 2021-2022 Budget." This message discusses, among other things, the scope of actions and planned activities for the LMD and Maintenance Team for FY 2021-22. Also included in this report are two Maintenance District Activity Reports and two LMD Project Updates. (Please note the dates on these reports do not line up exactly with the fiscal year.) The last addition to this report is the LMD Fund-210 Financials showing the proposed/adopted budget figures and actual revenue and expense figures pertaining to the FY 2021-22 LMD budget.

The total amount budgeted for FY 2021-22 was approximately \$2.1M, with about \$1.18M in expected revenue. The total budget amount included carryover from previous years. The total spent was about \$1.6M, with approximately \$520K remaining to carry over into next year's budget. In addition to the regular, temporary, and seasonal salaries included in the budget, the primary expenditures planned for 2021-22 include maintenance activities such as trail fixture repair/replacement (Acct line 7306 \$320K), routine tree trimming (Acct line 7440 \$300K), and weed abatement (Acct line 7445 approximately \$200K), totaling just over \$820K. Special planned projects (Acct line 7520) were budgeted at \$204.5K, which included lifting/trimming tree canopies (\$100K), irrigation control upgrades (\$90K), and a native planting project (\$12,5K).

The following are the key takeaways of 2021-22 activity:

1. Total expenditures were significantly less (approximately \$520K) than budgeted due to continued COVID staffing issues and drought conditions.
2. Drought conditions and COVID staffing issues continue to delay the planned median

improvements and trail fixture repairs/replacements, which will be postponed to the future when conditions improve.

3. The current special planned projects budgeted were completed (lift/trim tree canopies, upgrade of six (6) irrigation controls as part of the ongoing irrigation upgrade project, and native plantings).

A review of the 2021-22 FY Financial Report provided to the TLC and included in this report shows the actual expenditures were significantly less (approximately \$520K) than the approved budget due to the reasons mentioned previously. The differences between the budget amounts and the actual expenditures were primarily in Trail Fixtures Repairs/Replacements (Acct line 7306 for about \$320K), Weed Abatement Services (Acct line 7445 for about \$70K), and Project/Program Costs (Acct line 7520 for about \$54K). These differences will be carried over into future budgets for project completion.

In conclusion, the LMD financials show no inappropriate use of District funds and a year-end financial position that remains healthy going into FY 2022-23.

**City of Clayton Budget Message  
Adopted FY 2021-22 Budget  
Special Revenue Funds**

***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 maintenance including 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 approved (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. The LMD has now completed its fourth 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 these special-purpose tax revenues are used for their intended purpose as established under the previous ballot measure for the LMD. Unfortunately, due to limited staffing during the FY 2021/22 budget process, there was not the ability to schedule a Trails and Landscape Committee meeting prior to the budget preparation and adoption for City Council. Staff will meet with the TLC and then forward their review and any additional or modified recommendations to the City Council. Thereafter, if needed the City Council could then take any action to make budget amendments to 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 2020 to April 2021) was 3.8%, the LMD’S projected revenues are adopted to be increased by 3.0% to a total of \$1,204,857 for FY 2021/22. This results in a modest increase to LMD special parcel tax revenues of \$35,093 over the prior year’s adopted budget. The capped CPI growth adjustment will result in an increase of \$7.98 per residential parcel over the prior year rate

(last year's single-family rate was \$266.46; including the CPI adjustment factor the new single-family parcel rate will be \$274.44).

Over the past ten years, from FY 2007/08 through FY 2019/20, it is estimated the LMD will have used approximately \$2 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 2021/22, the LMD will have invested over \$2.5 million into various capital improvements in addition to maintaining current landscaping. The prior approved Downtown Planters (Main Street) replacement project was completed in November of 2020 for a total cost of \$281,622.

For FY 2021/22, the LMD budgeted to fund the following landscape maintenance improvement projects:

<b><u>Project Description</u></b>	<b><u>Amount</u></b>	<b><u>Project ID</u></b>
Cardinet trail section repave	\$185,000	7306
Trail reconstruct end of Peacock Ck	\$100,000	7306
Replace Irrigation Control (6 of them)	\$ 90,000	LMD 2021-2

Due to drought conditions replanting projects are not adopted that would require additional water. Therefore it is planned to focus on trails maintenance, tree trimming, (along arterials and open space areas), and irrigation control replacement (the later providing better irrigation water management).

The adopted 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. Adopted appropriations of the budget are annually adjusted for anticipated water and electrical utility rate increases as well as for fuel, fertilizer, water, etc.

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 adopted budget anticipates an ending fund balance reserve of \$117,933 by the close of FY 2021/22, staff is not proposing additional capital projects beyond those listed in order to allow time to complete these budgeted 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, resulting in a 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. 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 completed during the extended drought timeframe were hardscape-only oriented. There have only been two sections of a Clayton Road median replanted since the prior drought.

Although the State of California and CCWD returned to unrestricted water conditions over the last few years, the State is currently in drought conditions again, with Contra Costa listed as Exceptional Drought, the highest category. Although CCWD has not mandated cutbacks yet, they have asked for voluntary reductions. Additionally, it is forecasted that the dry conditions will likely continue into next year. It is conceivable that we will have an insufficient rainy season to establish new plantings. Therefore, no new replanting projects are being adopted as it would require additional water to establish

from irrigation and/or a normal “rainy” season. Water districts were required by case law to change 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 2021 of 3.75%. The adopted budget for the LMD includes the increased water costs with the adjusted rate estimated expenditure of \$240,000.

Personnel services for this labor-intensive work effort account for 25% of the LMD budget in FY 2021/22 (\$520,712). 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. During this past fiscal year (2020/21) the pandemic had unexpected impacts to the LMD operations. The ability to use part-time/seasonal contract personnel was not possible. In addition, a full time vacancy occurred with one of the staff resigning for an advanced position in a different agency. With limited resources and social distancing requirements – especially as related to persons in vehicles - staff prioritized trimming to keep walks and paths clear, and irrigation repairs. Other trimming and weeding along rights of ways and medians were postponed or delayed until more recently. Staff is hopeful as the public health conditions improve overall temporary seasonal workers will be available to assist in the LMD.

As approved by Measure H voters, the LMD’s budget includes a recurring line item for the purchase of replacement plants, budgeted at \$20,000. However, it is likely with drought conditions this expenditure will not occur. 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 2021/22. A relatively nominal amount of \$40,679 (3.3% 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, 2022 is projected to be **\$117,933**. The LMD's 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 allows the LMD to re-evaluate priorities in the future to replace landscape lost (including adding in more hardscape treatments) from the water conservation measures resulting from drought conditions.

Landscape Maintenance District Expenditures  
FY2021/22

Row Labels	Description	FY22 Amended	FY22 Actual	Diff	Prct
7111	Regular Salaries	\$237,756	\$264,082	\$26,326	11.1%
7112	Temporary Salaries	\$20,665		(\$20,665)	-100.0%
7113	Overtime	\$2,000	\$1,440	(\$560)	-28.0%
7218	Long/Short Term Disability Insurance	\$2,061	\$2,106	\$45	2.2%
7220	PERS Retirement-Normal Cost	\$21,966	\$25,313	\$3,347	15.2%
7221	PERS Retirement - Unfunded Liability	\$29,540	\$36,903	\$7,363	24.9%
7231	Workers' Compensation	\$9,587	\$8,677	(\$910)	-9.5%
7232	Unemployment Compensation	\$4,464	\$1,626	(\$2,838)	-63.6%
7233	FICA Taxes	\$5,057	\$3,849	(\$1,208)	-23.9%
7246	Benefit Insurance	\$43,013	\$52,638	\$9,625	22.4%
7301	Recruitment/Pre-employment	\$250		(\$250)	-100.0%
7306	Trail Fixture Repairs/Replacement	\$320,000		(\$320,000)	-100.0%
7307	Irrigation Supplies and Materials	\$10,000	\$7,645	(\$2,355)	-23.6%
7308	Weed Abatement Supplies and Materials	\$20,000	\$9,609	(\$10,391)	-52.0%
7309	Plant Nutrition Supplies and Materials	\$10,000	\$398	(\$9,602)	-96.0%
7311	General Supplies	\$14,300	\$3,874	(\$10,426)	-72.9%
7316	Landscape Replacement Plants (Shrubs, Trees, Etc.)	\$20,000		(\$20,000)	-100.0%
7335	Gas & Electric Services	\$50,000	\$26,342	(\$23,658)	-47.3%
7338	Water Services	\$240,000	\$219,703	(\$20,297)	-8.5%
7340	Traffic Safety Supplies	\$1,000	\$1,159	\$159	15.9%
7341	Buildings/Grounds Maintenance	\$36,910	\$19,046	(\$17,864)	-48.4%
7342	Machinery/Equipment Maintenan	\$21,050	\$24,321	\$3,271	15.5%
7343	Vehicle Maintenance	\$15,000	\$37,771	\$22,771	151.8%
7344	Vehicle Gas, Oil, and Supplies	\$14,000	\$17,418	\$3,418	24.4%
7381	Property Tax Admin. Costs	\$4,100	\$3,743	(\$357)	-8.7%
7389	Misc. Expense			\$0	0.0%
7411	Legal Services Retainer			\$0	0.0%
7419	Other Professional Services	\$7,100	\$6,174	(\$926)	-13.0%
7429	Animal/Pest Control Services	\$15,000	\$13,025	(\$1,975)	-13.2%
7435	Contract Seasonal Labor	\$160,000	\$125,764	(\$34,236)	-21.4%
7440	Tree Trimming Services	\$300,000	\$326,340	\$26,340	8.8%
7445	Weed Abatement Services	\$201,230	\$131,682	(\$69,548)	-34.6%
7486	CERF Charges/Depreciation	\$30,000	\$30,000	\$0	0.0%
7520	Project Program Costs	\$204,500	\$150,176	(\$54,324)	-26.6%
7615	CCC Property Tax	\$3,030	\$3,083	\$53	1.8%
8101	Transfer To General Fund	\$40,679	\$40,679	\$0	0.0%
8113	Transfer to Stormwater Fund	\$1,130	\$1,130	\$0	0.0%
<b>Grand Total</b>		<b>\$2,115,388</b>	<b>\$1,595,717</b>	<b>(\$519,671)</b>	<b>-24.6%</b>

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
<b>210-7307-00</b>							
<b>Account:</b>	<b>210-7307-00 (Irrigation Supplies and Materials)</b>						
07/01/2021				Account Beginning Balance			\$0.00
07/20/2021	4205-128	Accounts Payable	Site One Landsc-Irrigation parts		\$164.21		
07/22/2021	4225-269	Accounts Payable	US Bank - Corp -Cal Card Stmt end 7/22/21		\$56.84		
09/03/2021	4225-887	Accounts Payable	Site One Landsc-Irrigation parts		\$650.55		
09/09/2021	4233-187	Accounts Payable	Site One Landsc-Irrigation parts		\$323.54		
09/21/2021	4233-736	Accounts Payable	Site One Landsc-Irrigation parts		\$715.66		
10/05/2021	4341-11	Accounts Payable	Site One Landsc-Irrigation parts		\$238.78		
10/06/2021	4341-9	Accounts Payable	Site One Landsc-Irrigation parts		\$151.78		
11/02/2021	4342-154	Accounts Payable	Site One Landsc-Irrigation parts		\$194.58		
12/08/2021	4336-43	Accounts Payable	Site One Landsc-Irrigation parts		\$95.74		
04/05/2022	4398-244	Accounts Payable	Site One Landsc-Irrigation parts		\$1,434.59		
04/19/2022	4363-222	Accounts Payable	Site One Landsc-Irrigation parts		\$86.59		
04/19/2022	4363-225	Accounts Payable	Site One Landsc-Irrigation parts/service		\$2,280.31		
05/03/2022	4389-150	Accounts Payable	Site One Landsc-Landscape supplies		\$1,207.70		
06/29/2022	4461-80	Accounts Payable	US Bank CalCard-Irrigation main line repair OUTDOOR SUPPLY CLAYTON		\$21.93		
06/30/2022	4485-14	Journal Entry	Irrigation main line repair OUTDOOR SUPPLY CLAYTON		\$21.93		
					<u>\$7,644.73</u>	<u>\$0.00</u>	
06/30/2022				Account Net Change			<u>\$7,644.73</u>
06/30/2022				Account Ending Balance			<u><u>\$7,644.73</u></u>
<b>210-7308-00</b>							
<b>Account:</b>	<b>210-7308-00 (Weed Abatement Supplies and Materials)</b>						
07/01/2021				Account Beginning Balance			\$0.00
08/23/2021	4225-911	Accounts Payable	US Bank - Corp -CalCard stmt end 8/23/21		\$94.77		
06/15/2022	4397-6	Accounts Payable	Nutrien Aq Solu-Landscape chemicals		\$2,400.11		
06/15/2022	4397-126	Accounts Payable	Nutrien Aq Solu-Landscape chemicals		\$7,113.88		
					<u>\$9,608.76</u>	<u>\$0.00</u>	
06/30/2022				Account Net Change			<u>\$9,608.76</u>
06/30/2022				Account Ending Balance			<u><u>\$9,608.76</u></u>
<b>210-7309-00</b>							
<b>Account:</b>	<b>210-7309-00 (Plant Nutrition Supplies and Materials)</b>						
07/01/2021				Account Beginning Balance			\$0.00
09/16/2021	4356-97	Accounts Payable	Nutrien Aq Solu-Landscape chemicals		\$398.30		
					<u>\$398.30</u>	<u>\$0.00</u>	
06/30/2022				Account Net Change			<u>\$398.30</u>
06/30/2022				Account Ending Balance			<u><u>\$398.30</u></u>
<b>210-7311-00</b>							
<b>Account:</b>	<b>210-7311-00 (General Supplies)</b>						
07/01/2021				Account Beginning Balance			\$0.00
07/12/2021	4192-2003	Accounts Payable	Cole Supply Co.-Trash liners		\$255.38		
07/13/2021	4197-5	Accounts Payable	Bay Area Barric-Caution tape		\$197.25		
08/23/2021	4225-913	Accounts Payable	US Bank - Corp -CalCard stmt end 8/23/21		\$28.95		
08/26/2021	4225-283	Accounts Payable	Cole Supply Co.-Trash liners, latex gloves		\$130.00		
09/22/2021	4255-37	Accounts Payable	US Bank - Corp -Stmt end 9/22/21		\$190.74		
10/22/2021	4340-23	Accounts Payable	US Bank CalCard-CalCard Stmt end 10/22/21		\$4.06		
10/28/2021	4341-5	Accounts Payable	Site One Landsc-Landscape tools		\$123.64		
11/22/2021	4345-36	Accounts Payable	US Bank CalCard-BISON LIFE Safety Glasses, AMZN MKTP US*2Y0Q54MB2		\$31.98		
12/22/2021	4336-436	Accounts Payable	US Bank CalCard-Bungie cords for banners OUTDOOR SUPPLY CLAYTON		\$50.46		
11/14/2022 2:19:59 PM							

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account: 210-7311-00 (General Supplies)</b>						
12/30/2021	4336-277	Accounts Payable	Hammons Supply -PW janitorial supplies	\$95.03		
01/24/2022	4336-795	Accounts Payable	US Bank CalCard-Safety gloves AMZN MKTP US*S92EK6EB3	\$71.56		
01/24/2022	4336-807	Accounts Payable	US Bank CalCard-Safety glasses AMZN MKTP US*8089A1ZE3	\$20.65		
02/17/2022	4336-1067	Accounts Payable	Site One Landsc-Grass seed, irrigation parts	\$30.12		
02/22/2022	4336-915	Accounts Payable	US Bank CalCard-Dog Waste Can Liners - 200-AMZN MKTP US*R04P81D33	\$173.98		
02/22/2022	4336-917	Accounts Payable	US Bank CalCard-Roll Bags - Universal Pet-AMZN MKTP US*7T2H485K3	\$97.86		
02/22/2022	4336-921	Accounts Payable	US Bank CalCard-Dogipot 1402HP-CASE Header-AMAZON.COM*PC0AS3HX3	\$88.22		
02/22/2022	4336-975	Accounts Payable	US Bank CalCard-Sch 40 PVC Tee 3 in. Socke-SITEONE LANDSCAPE SUPPL	\$383.46		
03/22/2022	4371-19	Accounts Payable	US Bank CalCard-SAS Safety 6604-20 Thickst-AMZN MKTP US*1W1HK4YU0	\$52.04		
03/22/2022	4371-23	Accounts Payable	US Bank CalCard-ACCUPOUR 8oz (250 mL) Meas-AMZN MKTP US*1Z61C5C02	\$11.65		
03/22/2022	4371-25	Accounts Payable	US Bank CalCard-One Gallon 128oz Measure P-AMZN MKTP US*1Z7Y82KJ0	\$28.22		
05/01/2022	4389-183	Accounts Payable	US Bank CalCard-Boots RED WING SHOE STORE 1	\$290.81		
05/01/2022	4389-209	Accounts Payable	US Bank CalCard-Landscape supply OUTDOOR SUPPLY CLAYTON	\$52.08		
06/29/2022	4461-83	Accounts Payable	US Bank CalCard-American Flags for Outside AMZN MKTP US*1X7FE8X11	\$184.80		
06/29/2022	4461-87	Accounts Payable	US Bank CalCard-California flags AMZN MKTP US*1R66Q1XZ2	\$28.26		
06/29/2022	4461-89	Accounts Payable	US Bank CalCard-POZOY Double Sided California flags AMZN MKTP US*1	\$20.65		
06/29/2022	4461-97	Accounts Payable	US Bank CalCard-Parts to hang flags OUTDOOR SUPPLY CLAYTON	\$12.54		
06/29/2022	4461-109	Accounts Payable	US Bank CalCard-Spray gloves AMZN MKTP US*JV3O427N3	\$48.48		
06/29/2022	4461-113	Accounts Payable	US Bank CalCard-HOUNDSCOOP 800 Count Pull- AMZN MKTP US*HQ53V24Z3	\$156.56		
06/29/2022	4461-115	Accounts Payable	US Bank CalCard-Cable ties for banners OUTDOOR SUPPLY CLAYTON	\$65.78		
06/30/2022	4436-80	Accounts Payable	Hammons Supply -Graffiti remover	\$219.77		
06/30/2022	4436-158	Accounts Payable	Site One Landsc-Irrigation controllers, parts	\$212.31		
06/30/2022	4485-15	Journal Entry	American Flags for Outside AMZN MKTP US*1X7FE8X11	\$184.80		
06/30/2022	4485-16	Journal Entry	California flags AMZN MKTP US*1R66Q1XZ2	\$28.26		
06/30/2022	4485-17	Journal Entry	POZOY Double Sided California flags AMZN MKTP US*1R2ZJ8QB0	\$20.65		
06/30/2022	4485-18	Journal Entry	Parts to hang flags OUTDOOR SUPPLY CLAYTON	\$12.54		
06/30/2022	4485-19	Journal Entry	Spray gloves AMZN MKTP US*JV3O427N3	\$48.48		
06/30/2022	4485-20	Journal Entry	HOUNDSCOOP 800 Count Pull- AMZN MKTP US*HQ53V24Z3	\$156.56		
06/30/2022	4485-21	Journal Entry	Cable ties for banners OUTDOOR SUPPLY CLAYTON	\$65.78		
				\$3,874.36	\$0.00	
06/30/2022			Account Net Change			\$3,874.36
06/30/2022			Account Ending Balance			<u>\$3,874.36</u>
<b>210-7335-00</b>						
<b>Account: 210-7335-00 (Gas &amp; Electric Services)</b>						
07/01/2021			Account Beginning Balance			\$0.00
07/01/2021	4249-41	Journal Entry	<Reversal> Accrue Utilities back to FY 2021		\$511.26	
07/01/2021	4249-48	Journal Entry	<Reversal> Accrue Utilities back to FY 2021		\$438.88	
07/16/2021	4205-92	Accounts Payable	PG&E-Energy 6/17/21-7/16/21	\$940.46		
07/27/2021	4205-74	Accounts Payable	PG&E-Energy 6/16/21-7/15/21	\$1,022.52		
08/24/2021	4223-64	Accounts Payable	PG&E-Energy 7/23/21-8/23/21	\$984.71		
08/26/2021	4223-80	Accounts Payable	PG&E-Energy 7/16/21-8/16/21	\$867.81		
09/23/2021	4233-167	Accounts Payable	PG&E-Energy 8/24/21-9/22/21	\$989.98		
09/27/2021	4233-728	Accounts Payable	PG&E-Energy 8/17/21-9/15/21	\$2,243.15		
10/22/2021	4255-233	Accounts Payable	PG&E-Energy 9/23/21-10/21/21	\$430.28		
10/22/2021	4255-241	Accounts Payable	PG&E-Energy 9/18/21-10/18/21	\$553.89		
10/28/2021	4255-282	Accounts Payable	PG&E-Energy 9/16/21-10/14/21	\$1,040.11		
11/15/2021	4342-130	Accounts Payable	PG&E-Energy 10/15/21-11/14/21	\$976.93		
11/21/2021	4342-140	Accounts Payable	PG&E-Energy 10/22/21-11/19/21	\$955.27		
12/15/2021	4336-35	Accounts Payable	PG&E-Energy 11/15/21-12/14/21	\$1,487.81		
12/22/2021	4336-214	Accounts Payable	PG&E-Energy 11/20/21-12/21/21	\$526.50		

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account:</b>	<b>210-7335-00 (Gas &amp; Electric Services)</b>					
12/22/2021	4336-224	Accounts Payable	PG&E-Energy 11/20/21-12/21/21	\$479.94		
01/15/2022	4336-394	Accounts Payable	PG&E-Energy 12/15/21-1/14/22	\$1,075.28		
01/21/2022	4336-400	Accounts Payable	PG&E-Energy 12/20/21-1/19/22	\$982.87		
02/14/2022	4336-731	Accounts Payable	PG&E-Energy 1/15/22-2/13/22	\$1,027.96		
02/18/2022	4336-737	Accounts Payable	PG&E-Energy 1/20/22-2/17-22	\$431.32		
04/05/2022	4398-204	Accounts Payable	PG&E-Energy 2/18/22-3/21/22	\$986.21		
04/05/2022	4398-218	Accounts Payable	PG&E-Energy 2/18/22-3/21/22	\$1,448.99		
05/03/2022	4389-118	Accounts Payable	PG&E-Energy 3/22/22-4/21/22	\$956.19		
05/03/2022	4389-128	Accounts Payable	PG&E-Energy 3/22/22-4/14/22	\$899.40		
05/31/2022	4387-169	Accounts Payable	PG&E-Electricity 1/14/22-2/14/22	\$517.78		
05/31/2022	4387-179	Accounts Payable	PG&E-Electricity/gas 4/15/22-5/15/22	\$1,978.62		
05/31/2022	4387-185	Accounts Payable	PG&E-Electricity/gas 4/22/22-5/21/22	\$971.16		
06/30/2022	4436-42	Accounts Payable	PG&E-Energy 5/16/22-6/13/22	\$1,584.29		
06/30/2022	4436-50	Accounts Payable	PG&E-Energy 5/21/22-6/21/22	\$331.37		
06/30/2022	4436-117	Accounts Payable	PG&E-Energy 5/18/22-6/15/22	\$601.45		
				<u>\$27,292.25</u>	<u>\$950.14</u>	
06/30/2022			Account Net Change			<u>\$26,342.11</u>
06/30/2022			Account Ending Balance			<u><u>\$26,342.11</u></u>
<b>210-7338-00</b>						
<b>Account:</b>	<b>210-7338-00 (Water Services)</b>					
07/01/2021			Account Beginning Balance			\$0.00
07/01/2021	4248-21	Journal Entry	<Reversal> Water bill (A series) accrue to FY 22	\$819.97		
07/07/2021	4225-98	Accounts Payable	CCWD-Water 5/5/21-7/2/21	\$3,863.63		
08/10/2021	4225-96	Accounts Payable	CCWD-Water 6/4/21-8/5/21	\$43,424.73		
09/08/2021	4233-49	Accounts Payable	CCWD-Water 7/3/21-9/3/21	\$16,866.42		
10/07/2021	4255-70	Accounts Payable	CCWD-Water 8/6/21-10/5/21	\$38,265.50		
11/04/2021	4342-52	Accounts Payable	CCWD-Water 9/4/21-11/2/21	\$12,713.57		
12/07/2021	4318-562	Accounts Payable	CCWD-Water 10/6/21-12/6/21	\$16,099.36		
01/10/2022	4336-345	Accounts Payable	CCWD-Water 11/3/21-1/5/22	\$4,748.27		
02/07/2022	4336-683	Accounts Payable	CCWD-Water 12/7/21-2/3/22	\$10,031.04		
04/05/2022	4398-37	Accounts Payable	CCWD-Water 1/6/22-3/2/22	\$4,475.06		
05/03/2022	4389-43	Accounts Payable	CCWD-Water 2/4/22-4/6/22	\$14,883.07		
05/31/2022	4387-248	Accounts Payable	CCWD-Water 3/3/22-5/3/22	\$9,848.07		
06/30/2022	4436-179	Accounts Payable	CCWD-Water 4/7/22-6/7/22	\$30,471.09		
06/30/2022	4486-77	Journal Entry	Water 5/4/22-7/5/22	<u>\$13,193.51</u>		
				<u>\$219,703.29</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$219,703.29</u>
06/30/2022			Account Ending Balance			<u><u>\$219,703.29</u></u>
<b>210-7340-00</b>						
<b>Account:</b>	<b>210-7340-00 (Traffic Safety Supplies)</b>					
07/01/2021			Account Beginning Balance			\$0.00
12/22/2021	4336-444	Accounts Payable	US Bank CalCard-4x4 sign posts ASHBY LUMBER	\$1,158.86		
				<u>\$1,158.86</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$1,158.86</u>
06/30/2022			Account Ending Balance			<u><u>\$1,158.86</u></u>
<b>210-7341-00</b>						
<b>Account:</b>	<b>210-7341-00 (Buildings/Grounds Maintenance)</b>					
07/01/2021			Account Beginning Balance			\$0.00

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account: 210-7341-00 (Buildings/Grounds Maintenance)</b>						
07/01/2021	4233-786	Accounts Payable	Pond M Solution-	\$2,600.00		
07/01/2021	4255-383	Accounts Payable	REVERSE-Pond M Solution-		\$2,600.00	
08/03/2021	4225-199	Accounts Payable	Site One Landsc-Landscape supplies	\$442.85		
08/05/2021	4225-136	Accounts Payable	Dillon Electric-Service call for irrigation controller	\$260.00		
08/05/2021	4225-140	Accounts Payable	Dillon Electric-Repair clock tower	\$1,380.00		
08/23/2021	4225-914	Accounts Payable	US Bank - Corp -CalCard stmt end 8/23/21	\$2,224.00		
09/10/2021	4233-102	Accounts Payable	Hammons Supply -Grafitti remover	\$23.87		
09/15/2021	4233-177	Accounts Payable	Pond M Solution-Fountain maint September 2021	\$650.00		
09/15/2021	4233-179	Accounts Payable	Pond M Solution-Fountain maint August 2021	\$650.00		
09/15/2021	4233-181	Accounts Payable	Pond M Solution-Fountain maint July 2021	\$650.00		
10/01/2021	4233-629	Accounts Payable	CME Lighting Su-Streetlight bulbs	\$49.98		
10/13/2021	4255-84	Accounts Payable	Site One Landsc-Irrigation controller board	\$678.36		
11/09/2021	4342-5	Accounts Payable	Bay Area Barric-Grapppler trash collectors	\$111.78		
11/10/2021	4342-3	Accounts Payable	Alpine Awards &-Memorial bench plate	\$30.18		
11/22/2021	4345-52	Accounts Payable	US Bank CalCard-Grafitti clean up OUTDOOR SUPPLY CLAYTON	\$61.48		
11/23/2021	4343-76	Accounts Payable	Pond M Solution-Fountain maint Oct & Nov 2021	\$1,300.00		
12/16/2021	4336-133	Accounts Payable	Dillon Electric-Supply and install time clock for Christmas Deco	\$863.88		
01/01/2022	4328-14	Accounts Payable	Pond M Solution-Fountain maint December 2021	\$650.00		
01/24/2022	4336-803	Accounts Payable	US Bank CalCard-Spray wand CHAMPION SPRAY SYSTEMS	\$211.79		
02/01/2022	4327-392	Accounts Payable	Pond M Solution-Fountain maint January 2022	\$650.00		
02/17/2022	4336-1019	Accounts Payable	Cole Supply Co.-Trash liners, latex gloves	\$158.72		
03/31/2022	4357-8	Journal Entry	Reallocate charges to HOL-WIN		\$863.88	
03/31/2022	4357-9	Journal Entry	Reallocate charges- Heater for fountain vault	\$218.40		
03/31/2022	4357-12	Journal Entry	Reallocate charges - Service to irrigation controller		\$260.00	
03/31/2022	4357-14	Journal Entry	Reallocate charges- Repair clock tower		\$1,380.00	
04/05/2022	4398-113	Accounts Payable	Evans & Son Mas-Fountain retaining wall repair	\$4,270.00		
04/19/2022	4363-204	Accounts Payable	Pond M Solution-Fountain maintenance March 2022	\$650.00		
04/19/2022	4363-210	Accounts Payable	Pond M Solution-Fountain repair	\$2,780.00		
06/15/2022	4397-223	Accounts Payable	Pond M Solution-Fountain maintenance April 2022	\$650.00		
06/15/2022	4397-225	Accounts Payable	Pond M Solution-Fountain maintenance May 2022	\$650.00		
06/29/2022	4461-91	Accounts Payable	US Bank CalCard-Rollers for grafitti cover OUTDOOR SUPPLY CLAYTON	\$29.60		
06/29/2022	4461-101	Accounts Payable	US Bank CalCard-Grafitti removal OUTDOOR SUPPLY CLAYTON	\$29.59		
06/29/2022	4461-105	Accounts Payable	US Bank CalCard-Grafitti removal OUTDOOR SUPPLY CLAYTON	\$15.34		
06/29/2022	4461-107	Accounts Payable	US Bank CalCard-Grafitti removal AMAZON.COM*C18SZ1CG3	\$164.67		
06/30/2022	4436-160	Accounts Payable	Site One Landsc-Irrigation controllers, parts	\$156.29		
06/30/2022	4486-5	Journal Entry	Fountain Maintenance June 2022	\$650.00		
06/30/2022	4485-22	Journal Entry	Rollers for grafitti cover OUTDOOR SUPPLY CLAYTON	\$29.60		
06/30/2022	4485-23	Journal Entry	Grafitti removal OUTDOOR SUPPLY CLAYTON	\$29.59		
06/30/2022	4485-24	Journal Entry	Grafitti removal OUTDOOR SUPPLY CLAYTON	\$15.34		
06/30/2022	4485-25	Journal Entry	Grafitti removal AMAZON.COM*C18SZ1CG3	\$164.67		
				\$24,149.98	\$5,103.88	
06/30/2022			Account Net Change			\$19,046.10
06/30/2022			Account Ending Balance			<u>\$19,046.10</u>
<b>210-7342-00</b>						
<b>Account: 210-7342-00 (Machinery/Equipment Maintenanc)</b>						
07/01/2021			Account Beginning Balance			\$0.00
10/22/2021	4340-3	Accounts Payable	US Bank CalCard-CalCard Stmt end 10/22/21	\$1,042.58		
12/22/2021	4336-438	Accounts Payable	US Bank CalCard-Heater for fountain vault LOWES #02604*	\$218.40		
12/22/2021	4336-442	Accounts Payable	US Bank CalCard-Kerosene for heater OUTDOOR SUPPLY CLAYTON	\$71.33		
01/24/2022	4336-813	Accounts Payable	US Bank CalCard-Sprayer parts OUTDOOR SUPPLY CLAYTON	\$16.43		

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account: 210-7342-00 (Machinery/Equipment Maintenance)</b>						
01/24/2022	4336-815	Accounts Payable	US Bank CalCard-Sprayer parts OUTDOOR SUPPLY CLAYTON	\$11.53		
02/22/2022	4336-925	Accounts Payable	US Bank CalCard-1 GAL SLIME SEALANT-AUTOZONE #3334	\$43.88		
03/31/2022	4357-10	Journal Entry	Reallocate charges - Heater for fountain vault		\$218.40	
03/31/2022	4357-13	Journal Entry	Reallocate charges- Repair clock tower	\$1,380.00		
05/01/2022	4389-185	Accounts Payable	US Bank CalCard-Equipment repair FURBER SAW INC	\$563.57		
05/01/2022	4389-211	Accounts Payable	US Bank CalCard-Landscape tool repairs FURBER SAW INC	\$943.90		
05/31/2022	4387-229	Accounts Payable	Site One Landsc-Service to irrigation board	\$707.52		
06/15/2022	4397-202	Accounts Payable	Martell Water S-Irrigation service call Eagle Peak & High St/MCR	\$4,645.36		
06/30/2022	4436-212	Accounts Payable	Sonsray Machine-Forklift parts	\$14,807.19		
06/30/2022	4436-161	Accounts Payable	Site One Landsc-Irrigation controllers, parts	\$87.51		
				<u>\$24,539.20</u>	<u>\$218.40</u>	
06/30/2022			Account Net Change			<u>\$24,320.80</u>
06/30/2022			Account Ending Balance			<u><u>\$24,320.80</u></u>
<b>210-7343-00</b>						
<b>Account: 210-7343-00 (Vehicle Maintenance)</b>						
07/01/2021			Account Beginning Balance			\$0.00
09/30/2021	4239-29	Journal Entry	PW Vehicle maintenance Re-allocation Q1 FY 22	\$1,197.28		
12/31/2021	4295-37	Journal Entry	PW Vehicle maintenance Re-allocation Q2 FY 22	\$11,431.64		
03/31/2022	4358-41	Journal Entry	PW Vehicle maintenance Re-allocation Q3 FY 22	\$7,376.19		
06/30/2022	4453-33	Journal Entry	PW Vehicle maintenance Re-allocation Q4 FY 22	\$17,766.28		
				<u>\$37,771.39</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$37,771.39</u>
06/30/2022			Account Ending Balance			<u><u>\$37,771.39</u></u>
<b>210-7344-00</b>						
<b>Account: 210-7344-00 (Vehicle Gas, Oil, and Supplies)</b>						
07/01/2021			Account Beginning Balance			\$0.00
09/30/2021	4239-22	Journal Entry	PW Fuel Re-allocation Q1 FY 22	\$4,512.82		
12/31/2021	4295-28	Journal Entry	PW Fuel Re-allocation Q2 FY 22	\$4,713.23		
03/31/2022	4358-31	Journal Entry	PW Fuel Re-allocation Q3 FY 22	\$3,502.49		
06/30/2022	4453-25	Journal Entry	PW Fuel Re-allocation Q4 FY 22	\$4,689.52		
				<u>\$17,418.06</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$17,418.06</u>
06/30/2022			Account Ending Balance			<u><u>\$17,418.06</u></u>
<b>210-7381-00</b>						
<b>Account: 210-7381-00 (Property Tax Admin. Costs)</b>						
07/01/2021			Account Beginning Balance			\$0.00
12/20/2021	4307-344	Cash Receipts	Deposit 3572 - Summarized Cash Receipts Receipt	\$2,057.06		
04/20/2022	4413-26	Cash Receipts	Deposit 3672 - Summarized Cash Receipts Receipt	\$1,499.27		
06/24/2022	4432-44	Cash Receipts	Deposit 3768 - Summarized Cash Receipts Receipt	\$187.00		
				<u>\$3,743.33</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$3,743.33</u>
06/30/2022			Account Ending Balance			<u><u>\$3,743.33</u></u>
<b>210-7419-00</b>						
<b>Account: 210-7419-00 (Other Professional Services)</b>						
07/01/2021			Account Beginning Balance			\$0.00
07/01/2021	4192-1512	Accounts Payable	NBS Govt. Finan-CFD Admin Q1 FY 2022	\$1,110.97		
09/20/2021	4233-157	Accounts Payable	NBS Govt. Finan-CFD Admin Q2 FY22	\$1,150.72		

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account:</b>	<b>210-7419-00 (Other Professional Services)</b>					
12/20/2021	4336-25	Accounts Payable	NBS Govt. Finan-CFD Admin Q3 FY22	\$1,151.74		
03/31/2022	4357-1	Journal Entry	Reallocate charges - EBRCSA Subscription	\$1,400.00		
04/05/2022	4398-188	Accounts Payable	NBS Govt. Finan-Delinquency mgmt svcs	\$85.00		
04/05/2022	4398-189	Accounts Payable	NBS Govt. Finan-CFD Admin Q4 FY22	\$1,160.75		
04/19/2022	4363-215	Accounts Payable	Rural Pig Manag-Pig control April 2022	\$1,500.00		
04/30/2022	4360-29	Journal Entry	reallocate Rural Pig Control		\$1,500.00	
05/15/2022	4377-170	Accounts Payable	Rural Pig Manag-Pig control May 2022	\$1,500.00		
05/31/2022	4387-159	Accounts Payable	NBS Govt. Finan-Delinquency mgmt	\$115.00		
06/30/2022	4436-54	Accounts Payable	Rural Pig Manag-Pig control June 2022	\$1,500.00		
06/30/2022	4420-9	Journal Entry	Reallocate Rural Pig Mgmt		\$3,000.00	
				<u>\$10,674.18</u>	<u>\$4,500.00</u>	
06/30/2022			Account Net Change			\$6,174.18
06/30/2022			Account Ending Balance			<u><u>\$6,174.18</u></u>
<b>210-7429-00</b>	<b>210-7429-00 (Animal/Pest Control Services)</b>					
<b>Account:</b>	<b>210-7429-00 (Animal/Pest Control Services)</b>					
07/01/2021						Account Beginning Balance \$0.00
01/05/2022	4336-234	Accounts Payable	Rural Pig Manag-Pig Control Maintenenace January 2022	\$1,500.00		
02/01/2022	4327-372	Accounts Payable	Rural Pig Manag-Pig control maint February 2022	\$1,500.00		
03/01/2022	4331-283	Accounts Payable	Rural Pig Manag-Pig control maint March 2022	\$1,500.00		
04/19/2022	4363-259	Accounts Payable	Performance Tra-Pig control	\$4,025.00		
04/30/2022	4360-28	Journal Entry	Rural Pig Control - April 2022	\$1,500.00		
06/30/2022	4420-8	Journal Entry	Rural Pig Mgmt May & June 2022	<u>\$3,000.00</u>		
				\$13,025.00	\$0.00	
06/30/2022			Account Net Change			\$13,025.00
06/30/2022			Account Ending Balance			<u><u>\$13,025.00</u></u>
<b>210-7435-00</b>	<b>210-7435-00 (Contract Seasonal Labor)</b>					
<b>Account:</b>	<b>210-7435-00 (Contract Seasonal Labor)</b>					
07/01/2021						Account Beginning Balance \$0.00
07/30/2021	4205-141	Accounts Payable	Workers.com-Seasonal workers week end 7/25/21	\$2,697.68		
08/06/2021	4225-242	Accounts Payable	Workers.com-Seasonal workers week end 8/1/21	\$1,881.91		
08/13/2021	4225-244	Accounts Payable	Workers.com-Seasonal workers week end 8/8/21	\$1,408.48		
08/20/2021	4233-220	Accounts Payable	Workers.com-Seasonal workers week end 8/15/21	\$1,003.68		
08/27/2021	4225-315	Accounts Payable	Workers.com-Seasonal workers week end 8/22/21	\$1,129.16		
09/03/2021	4225-928	Accounts Payable	Workers.com-Seasonal workers week end 8/29/21	\$2,105.29		
09/10/2021	4233-206	Accounts Payable	Workers.com-Seasonal workers week end 9/5/21	\$2,506.85		
09/17/2021	4233-214	Accounts Payable	Workers.com-Seasonal workers week end 9/12/21	\$3,575.64		
09/24/2021	4233-752	Accounts Payable	Workers.com-Seasonal workers week end 9/19/21	\$3,826.00		
10/01/2021	4233-759	Accounts Payable	Workers.com-Seasonal workers week end 9/26/21	\$4,311.56		
10/08/2021	4255-74	Accounts Payable	Workers.com-Seasonal workers week end 10/3/21	\$5,457.56		
10/15/2021	4255-120	Accounts Payable	Workers.com-Seasonal workers week end 10/10/21	\$4,338.17		
10/22/2021	4255-243	Accounts Payable	Workers.com-Seasonal workers week end 10/17/21	\$5,369.72		
10/29/2021	4255-294	Accounts Payable	Workers.com-Seasonal workers week end 10/24/21	\$4,206.42		
11/05/2021	4342-170	Accounts Payable	Workers.com-Seasonal workers week end 10/31/21	\$2,613.28		
11/12/2021	4342-182	Accounts Payable	Workers.com-Seasonal workers week end 11/07/21	\$4,579.29		
11/19/2021	4342-178	Accounts Payable	Workers.com-Seasonal workers week end 11/14/21	\$1,945.97		
11/24/2021	4343-50	Accounts Payable	Workers.com-Seasonal workers week end 11/21/21	\$2,770.34		
12/03/2021	4344-48	Accounts Payable	Workers.com-Seasonal workers week end 11/28/21	\$1,881.93		
12/10/2021	4336-55	Accounts Payable	Workers.com-Seasonal workers week end 12/5/21	\$4,182.04		
12/17/2021	4336-57	Accounts Payable	Workers.com-Seasonal workers week end 12/12/21	\$4,168.09		

# City of Clayton

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Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account: 210-7435-00 (Contract Seasonal Labor)</b>						
12/22/2021	4336-261	Accounts Payable	Workers.com-Seasonal workers week end 12/19/21	\$2,690.08		
01/14/2022	4336-414	Accounts Payable	Workers.com-Seasonal workers week end 1/9/22	\$2,927.43		
01/21/2022	4336-620	Accounts Payable	Workers.com-Seasonal workers week end 1/16/22	\$2,822.88		
01/28/2022	4336-626	Accounts Payable	Workers.com-Seasonal workers week end 1/23/22	\$2,678.94		
02/04/2022	4336-765	Accounts Payable	Workers.com-Seasonal workers week end 1/30/22	\$2,092.24		
02/11/2022	4336-771	Accounts Payable	Workers.com-Seasonal workers week end 2/6/22	\$2,634.68		
02/18/2022	4336-1090	Accounts Payable	Workers.com-Seasonal workers week-end 2/13/22	\$2,381.30		
02/25/2022	4336-1086	Accounts Payable	Workers.com-Seasonal workers week-end 2/20/22	\$2,697.72		
04/05/2022	4398-262	Accounts Payable	Workers.com-Seasonal workers week-end 2/27/22	\$836.40		
04/05/2022	4398-263	Accounts Payable	Workers.com-Seasonal workers week-end 3/6/22	\$1,881.92		
04/05/2022	4398-267	Accounts Payable	Workers.com-Seasonal workers week-end 3/13/22	\$1,881.92		
04/19/2022	4363-278	Accounts Payable	Workers.com-Seasonal workers week end 3/20/22	\$1,045.51		
04/19/2022	4363-289	Accounts Payable	Workers.com-Seasonal workers week end 3/27/22	\$1,505.53		
04/19/2022	4363-387	Accounts Payable	Workers.com-Seasonal workers week end 4/3/22	\$1,881.91		
05/03/2022	4389-163	Accounts Payable	Workers.com-Seasonal workers week end 4/10/22	\$2,337.02		
05/15/2022	4377-192	Accounts Payable	Workers.com-Seasonal workers week end 4/24/22	\$2,337.02		
05/15/2022	4377-194	Accounts Payable	Workers.com-Seasonal workers week end 5/1/22	\$2,337.02		
05/31/2022	4387-236	Accounts Payable	Workers.com-Seasonal workers week end 4/17/22	\$2,302.81		
05/31/2022	4387-238	Accounts Payable	Workers.com-Seasonal workers week end 5/8/22	\$2,337.02		
05/31/2022	4387-240	Accounts Payable	Workers.com-Seasonal workers week end 5/15/22	\$3,271.82		
05/31/2022	4387-242	Accounts Payable	Workers.com-Seasonal workers week end 5/22/22	\$3,193.93		
06/15/2022	4397-170	Accounts Payable	Workers.com-Seasonal workers week end 5/29/22	\$2,726.53		
06/15/2022	4397-184	Accounts Payable	Workers.com-Seasonal workers week end 6/5/22	\$2,804.40		
06/30/2022	4436-90	Accounts Payable	Workers.com-Seasonal workers week end 6/19/22	\$1,530.15		
06/30/2022	4436-156	Accounts Payable	Workers.com-Seasonal workers week end 6/24/22	\$4,668.71		
				\$125,763.95	\$0.00	
06/30/2022				Account Net Change		\$125,763.95
06/30/2022				Account Ending Balance		\$125,763.95
<b>210-7440-00</b>						
<b>Account: 210-7440-00 (Tree Trimming Services)</b>						
07/01/2021				Account Beginning Balance		\$0.00
08/10/2021	4225-216	Accounts Payable	Waraner Brother-Tree work Samuel Ct, Oakhurst Dr.	\$1,800.00		
08/10/2021	4225-218	Accounts Payable	Waraner Brother-Tree work Lydia Ln trail	\$1,800.00		
08/10/2021	4225-220	Accounts Payable	Waraner Brother-Tree work Stranahan Cir	\$3,000.00		
08/10/2021	4225-222	Accounts Payable	Waraner Brother-Tree work Fire abatement Keller Ridge	\$4,200.00		
08/10/2021	4225-224	Accounts Payable	Waraner Brother-Tree work Stranahan Cir	\$600.00		
09/20/2021	4233-195	Accounts Payable	Waraner Brother-Tree work Keller Rdg, Peacock Crk	\$12,000.00		
10/18/2021	4255-157	Accounts Payable	Waraner Brother-Tree work Open space	\$2,400.00		
10/18/2021	4255-159	Accounts Payable	Waraner Brother-Tree work Open space, creek areas	\$4,500.00		
12/06/2021	4344-35	Accounts Payable	Waraner Brother-Tree work Regency Dr	\$8,400.00		
12/07/2021	4318-558	Accounts Payable	Waraner Brother-Tree work Oakhurst Dr	\$1,800.00		
12/07/2021	4318-560	Accounts Payable	Waraner Brother-Tree work Clayton Rd	\$3,600.00		
02/21/2022	4336-1077	Accounts Payable	Waraner Brother-Tree work Clayton Rd (Lydia Ln/Atchinson Stage)	\$8,640.00		
03/01/2022	4331-287	Accounts Payable	Waraner Brother-Tree work Clayton Rd (Main St/OMC)	\$19,440.00		
03/01/2022	4331-289	Accounts Payable	Waraner Brother-Tree work Clayton Rd (Atchinson Stage/Mitchell Can	\$11,520.00		
03/02/2022	4334-18	Accounts Payable	Waraner Brother-Tree work Oak St (near bridge)	\$2,880.00		
04/05/2022	4398-248	Accounts Payable	Waraner Brother-Tree work Clayton Rd (OMC/Regency)	\$11,520.00		
04/05/2022	4398-249	Accounts Payable	Waraner Brother-Tree work Clayton Rd (Mitchell Canyon/Main St Exit	\$7,920.00		
04/05/2022	4398-254	Accounts Payable	Waraner Brother-Tree work Creek @ end of Zinfandel Cir	\$1,080.00		
04/05/2022	4398-250	Accounts Payable	Waraner Brother-Tree work 435 Zinfandel Cir	\$1,800.00		

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account: 210-7440-00 (Tree Trimming Services)</b>						
04/19/2022	4363-242	Accounts Payable	Waraner Brother-Tree work Clayton Rd-Regency/DVMS	\$16,920.00		
04/19/2022	4363-248	Accounts Payable	Waraner Brother-Tree work Clayton Rd-Inbound	\$5,040.00		
04/19/2022	4363-253	Accounts Payable	Waraner Brother-Tree work London Ct	\$4,680.00		
04/19/2022	4363-374	Accounts Payable	Waraner Brother-Tree work Clayton Rd outbound-CH/El Camino	\$20,160.00		
04/19/2022	4363-384	Accounts Payable	Waraner Brother-Tree work Diablo View Dr/Clayton Rd	\$2,880.00		
05/15/2022	4377-186	Accounts Payable	Waraner Brother-Tree work Maintenance yard, Keller House	\$2,880.00		
05/15/2022	4377-188	Accounts Payable	Waraner Brother-Tree work Easley Estates/Grenache Cir	\$1,620.00		
05/15/2022	4377-196	Accounts Payable	Waraner Brother-Tree work Clayton Rd outbound (Heritage Trail/Mitc	\$16,920.00		
05/15/2022	4377-200	Accounts Payable	Waraner Brother-Tree work Clayton Rd outbound Tara Dr/Washington B	\$3,240.00		
05/31/2022	4387-209	Accounts Payable	Waraner Brother-Tree work Clayton Rd outbound CH/Mitchell Cnyn	\$11,520.00		
06/15/2022	4397-154	Accounts Payable	Waraner Brother-Tree work Clayton Rd outbound Mitchell Canyon/Atch	\$5,760.00		
06/15/2022	4397-156	Accounts Payable	Waraner Brother-Tree work Eagle Peak/Oakhurst Dr	\$17,100.00		
06/15/2022	4397-160	Accounts Payable	Waraner Brother-Tree work Clayton Rd inbound @ Lydia Ln	\$3,240.00		
06/15/2022	4397-162	Accounts Payable	Waraner Brother-Tree work Clayton Rd Median Strip outbound near He	\$4,320.00		
06/15/2022	4397-164	Accounts Payable	Waraner Brother-Tree work Eberhardt Ct -dismantle tree house	\$1,440.00		
06/15/2022	4397-166	Accounts Payable	Waraner Brother-Tree work Eagle Peak/Oakhurst Dr	\$10,080.00		
06/15/2022	4397-227	Accounts Payable	Waraner Brother-Tree work Oakhurst Dr-inbound Eagle Pk/Clayton Rd	\$29,160.00		
06/15/2022	4397-229	Accounts Payable	Waraner Brother-Tree work Clayton Rd/MCR median strip	\$2,880.00		
06/30/2022	4436-229	Accounts Payable	Waraner Brother-Tree work Eagle Peak/Miwok Wy	\$17,100.00		
06/30/2022	4436-231	Accounts Payable	Waraner Brother-Tree work Center St	\$5,760.00		
06/30/2022	4436-152	Accounts Payable	Waraner Brother-Tree work Eagle Peak/W. of Keller Ridge	\$9,360.00		
06/30/2022	4436-154	Accounts Payable	Waraner Brother-Tree work Eagle Peak/ E. of Eagle Peak	\$17,280.00		
06/30/2022	4486-86	Journal Entry	Waraner Bros, Tree work Downtown parking lot	\$8,100.00		
				<u>\$326,340.00</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$326,340.00</u>
06/30/2022			Account Ending Balance			<u><u>\$326,340.00</u></u>
<b>210-7445-00</b>						
<b>Account: 210-7445-00 (Weed Abatement Services)</b>						
07/01/2021						Account Beginning Balance \$0.00
09/14/2021	4233-193	Accounts Payable	Waraner Brother-Tree work Keller Rdg, Miwok, Peacock Crk	\$11,400.00		
02/01/2022	4327-355	Accounts Payable	Environtech Ent-Weed abatement January 2022	\$9,500.00		
02/01/2022	4327-357	Accounts Payable	Environtech Ent-Weed abatement November-December 2021	\$11,400.00		
03/01/2022	4331-1	Accounts Payable	Environtech Ent-Weed abatement February 2022	\$11,600.00		
03/31/2022	4357-6	Journal Entry	Reallocate charges to LMD Project 2019-1		\$11,400.00	
04/19/2022	4363-138	Accounts Payable	Environtech Ent-Weed abatement Nov-Feb	\$11,900.00		
04/19/2022	4363-140	Accounts Payable	Environtech Ent-Weed abatement March 2022	\$20,600.00		
06/15/2022	4397-158	Accounts Payable	Waraner Brother-Fire Abatement work City of Clayton	\$66,681.81		
				<u>\$143,081.81</u>	<u>\$11,400.00</u>	
06/30/2022			Account Net Change			<u>\$131,681.81</u>
06/30/2022			Account Ending Balance			<u><u>\$131,681.81</u></u>
<b>210-7486-00</b>						
<b>Account: 210-7486-00 (CERF Charges/Depreciation)</b>						
07/01/2021						Account Beginning Balance \$0.00
01/01/2022	4349-27	Journal Entry	Record budgeted CERF charges	\$30,000.00		
				<u>\$30,000.00</u>	<u>\$0.00</u>	
06/30/2022			Account Net Change			<u>\$30,000.00</u>
06/30/2022			Account Ending Balance			<u><u>\$30,000.00</u></u>
<b>210-7520-00</b>						

# City of Clayton

## General Ledger Detail Report

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>Account:</b>	<b>210-7520-00 (Project Program Costs)</b>					
07/01/2021						
			<i>Account Beginning Balance</i>			\$0.00
10/18/2021	4255-153	Accounts Payable	Waraner Brother-Tree work in Open space	\$8,400.00		
10/18/2021	4255-155	Accounts Payable	Waraner Brother-Tree work Open space	\$5,400.00		
01/08/2022	4336-275	Accounts Payable	Environtech Ent-Install Native Species	\$12,500.00		
03/31/2022	4357-5	Journal Entry	Reallocate charges Waraner Bros Invoice 15742	\$11,400.00		
03/31/2022	4357-11	Journal Entry	Reallocate charges - Service to irrigation controller	\$260.00		
06/30/2022	4436-162	Accounts Payable	Site One Landsc-Irrigation controllers, parts	\$112,215.70		
				<u>\$150,175.70</u>	<u>\$0.00</u>	
06/30/2022			<i>Account Net Change</i>			<u>\$150,175.70</u>
06/30/2022			<i>Account Ending Balance</i>			<u><u>\$150,175.70</u></u>
07/01/2021						
06/30/2022				<i>Grand Total Beginning Balance</i>		\$0.00
06/30/2022				<i>Grand Total Net Change</i>		<u>\$1,154,190.73</u>
06/30/2022				<i>Grand Total Ending Balance</i>		<u><u>\$1,154,190.73</u></u>

Excludes salaries/benefits (\$396,634) and transfers (\$44,892). When added to the \$1,154,191 above, totals \$1,595,717 total for all expenditures.



# **TRAILS & LANDSCAPING COMMITTEE**

## **MAINTENANCE ACTIVITY REPORT**

**4/2/2021 to 3/2/2022**

- Shrub trimming was completed on Oakhurst Drive, Clayton Road, Old Marsh Creek Road, Marsh Creek Road, Keller Ridge Drive Eagle Peak drive.
- Irrigation mainlines were repaired on Oakhurst Drive, Clayton Road.
- Wood chips were placed in the median on Clayton Road to help keep weeds under control and also to help the soil retain moisture.
- The Clayton water feature vault flooded due to a main line break and equipment was damaged, the necessary repairs were made and the fountain is in working order again. A small retaining wall will be constructed to keep future water from going into the vault.
- Trees were trimmed on Oakhurst Drive, Clayton Road, old Marsh Creek Road and Marsh Creek Road.
- Trails were inspected on a monthly basis for obstructing brush.
- Fencing was repaired on the Cardinet trail in three different places.
- Graffiti has been removed in several different places along the trail and in the creek tunnels. The cities creeks were cleaned and debris was removed so the creeks can flow during heavy rains.
- The maintenance Division kept four seasonal employees for the duration of the winter due to COVID-19, normally we lay off seasonal employees during the winter time and bring back in the spring when the work load increases.



# **TRAILS & LANDSCAPING COMMITTEE**

## **MAINTENANCE ACTIVITY REPORT**

**3/3/2022 to 4/29/2022**

- An irrigation mainline was repaired on Marsh Creek Road. Additional research and troubleshooting are needed for two other Marsh Creek Road locations – one a leak, the other lack of water.
- A small retaining wall construction has been completed around the Clayton Water feature to keep future water from going into the fountain vault.
- Trees were Pruned to horticulture standards including raising, thinning, safety pruning, and dead wooding on Oakhurst Drive, Clayton Road, old Marsh Creek Road and Marsh Creek Road.
- Trails were inspected this month for obstructing brush.
- Weeds were cut along the sides of all trails.
- Weed abatement services for fire breaks have started and are expected to be completed by the end of the month. Additional weed cutting along major trails will also occur.
- Graffiti continues to be problem citywide including areas in the Landscape District, requiring additional Maintenance Department time to remove. Previously the City had not experienced much graffiti. Unfortunately it appears that all cities, including Clayton, are experience na increase in graffiti over prior times.
- Two additional seasonal employees are beign hired, bringing the total to four seasonal for the spring to summer months.

# Memo



**To:** Trail and Landscape Committee  
**From:** Maintenance Supervisor, Jim Warburton  
**Date:** March 7, 2022  
**Re:** Landscape Maintenance District Project Updates

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- Clayton Rd. Median replanting improvement (4 Median sections \$150,000)  
---On Hold due to continuing extreme drought conditions (\$150,000)
- LMD 2021-22 Irrigation Control upgrades/replacement (apx. 6 remaining \$90,000)  
---In process
- Native Planting project in open space to reduce invasive - First year pilot project of 10 acres (Envirotech outside contractor \$12,500)  
---In process
- Lift and trim tree canopy's between Keller Ridge/Blue Oak open space for fire prevention (every 10 years on average \$100,000)  
--- Completed
- The Peacock Creek Trail repairs/ renovation (\$100,000)  
--- delayed due to limited staff availability
- Repaving of asphalt trail from Cardinet Trail up adjacent to Golf Course (11<sup>th</sup> Fairway) to Oakhurst Blvd. (\$185,000 estimate only)  
--- This is being coordinated by City Engineer with street repaving project delayed to summer/fall 2022
- Repair degraded asphalt trail entry at end of O'Hara temporary repair was made  
--- Permanent repair will be coordinated by City Engineer with street repaving project delayed to summer/fall 2022.

# Memo



**To:** Trail and Landscape Committee  
**From:** Maintenance Supervisor, Jim Warburton  
**Date:** May 9, 2022  
**Re:** Landscape Maintenance District Project Updates

---

- Clayton Rd. Median replanting improvement (4 Median sections \$150,000)  
---On Hold due to continuing extreme drought conditions (\$150,000)
- LMD 2021-22 Irrigation Control upgrades/replacement (apx. 6 remaining \$90,000)  
---In process, target completed by the end of the fiscal year.
- Native Planting project in open space to reduce invasive - First year pilot project of 10 acres (Envirotech outside contractor \$12,500)  
---Completed
- Lift and trim tree canopy's between Keller Ridge/Blue Oak open space for fire prevention (every 10 years on average \$100,000)  
--- Completed
- The Peacock Creek Trail repairs/ renovation (\$100,000)  
--- delayed due to limited staff availability, likely need to contract out.
- Repaving of asphalt trail from Cardinet Trail up adjacent to Golf Course (11<sup>th</sup> Fairway) to Oakhurst Blvd. (\$185,000 estimate only)  
--- This is being coordinated by City Engineer with street repaving project delayed to summer/fall 2022
- Repair degraded asphalt trail entry at end of O'Hara temporary repair was made  
--- Permanent repair will be coordinated by City Engineer with street repaving project delayed to summer/fall 2022.

**MINUTES**  
**SPECIAL MEETING**  
**OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT (GHAD)**

**January 17, 2023**

1. **CALL TO ORDER AND ROLL CALL** – the meeting was called to order at 9:51 p.m. by Chair Trupiano. Board Members present: Chair Trupiano, Vice Chair Cloven, Board Members Diaz, Tillman, and Wan. Board Members absent: None. Staff present: City Manager Reina Schwartz, General Manager Larry Thesis, Legal Counsel Mala Subramanian, and Secretary Janet Calderon.

2. **PUBLIC COMMENTS** – None.

3. **CONSENT CALENDAR**

**It was moved by Board Member Diaz, seconded by Vice Chair Cloven, to approve the Consent Calendar as submitted. (Passed).**

- (a) Approved the Board of Directors' minutes for its regular meeting on December 6, 2022.
- (b) Adopted GHAD Resolution No. 1-2023 Approving a Professional Services Agreement with Theis Engineering & Associates through June 30, 2024 with up to Four One-Year Renewals, for Assessment District Management Services for the Oakhurst Geological Hazard Abatement District, Continuing the Appointment of Larry Theis, PE as the General Manager for the Oakhurst Geological Hazard Abatement District, and Authorizing the City Manager to Execute the Agreement. (City Manager)

4. **PUBLIC HEARINGS** – None.

5. **ACTION ITEMS**- None.

6. **BOARD ITEMS**

Boardmember Wan requested the City's website should include the City Engineers scheduled work, including completion dates, and specify areas of responsibility in the Oakhurst Geological Hazard Abatement District.

7. **ADJOURNMENT** - on call by Chairperson Diaz the Board meeting adjourned at 9:55 p.m.

# # # #

Respectfully submitted,

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Janet Calderon, Secretary

Approved by the Board of Directors  
Oakhurst Geological Hazard Abatement District

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Kim Trupiano, Chairperson

**MINUTES**  
**SPECIAL MEETING**  
**OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT (GHAD)**

**March 21, 2023**

1. **CALL TO ORDER AND ROLL CALL** – the meeting was called to order at 9:21 p.m. by Chair Trupiano. Board Members present: Chair Trupiano, Vice Chair Cloven, Board Members Diaz, Tillman, and Wan. Board Members absent: None. Staff present: Interim City Manager Ron Bernal, General Manager Larry Thesis, Legal Counsel Mala Subramanian, and Secretary Janet Calderon.

2. **PUBLIC COMMENTS** – None.

3. **CONSENT CALENDAR**

Chair Trupiano advised this item was previously approved at the Oakhurst Geological Hazard Abatement District Meeting of January 17, 2023. Secretary Calderon confirmed this is correct.

- (a) Approved the Board of Directors' minutes for its regular meeting on December 6, 2022. (Secretary)

4. **PUBLIC HEARINGS** – None.

5. **ACTION ITEMS**

- (a) GHAD Manager Report and Facility Assessment – Discussion of Operation and Maintenance Priorities. (City Engineer)

General Manager Larry Theis presented the report and introduced Richard Johnson, Principal Engineering Geologist BSK, to present the PowerPoint.

Following questions and comments by the Board, Chair Trupiano opened the public comment.

Glenn Miller expressed his dissatisfaction with maintenance of the v-ditches located in the area of Peacock Creek area for the last 15 years.

Chair Trupiano closed public comment.

6. **BOARD ITEMS** – None.

7. **ADJOURNMENT** - on call by Chairperson Trupiano the Board meeting adjourned at 11:25 p.m.

# # # #

Respectfully submitted,

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Janet Calderon, Secretary

Approved by the Board of Directors  
Oakhurst Geological Hazard Abatement District

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Kim Trupiano, Chairperson

# AGENDA REPORT

**TO:** HONORABLE CHAIRPERSON AND BOARD MEMBERS

**FROM:** Larry Theis, P.E., General Manager

**DATE:** May 16, 2023

**SUBJECT:** Discussion of Expenditures to be Budgeted for Fiscal Year 2024

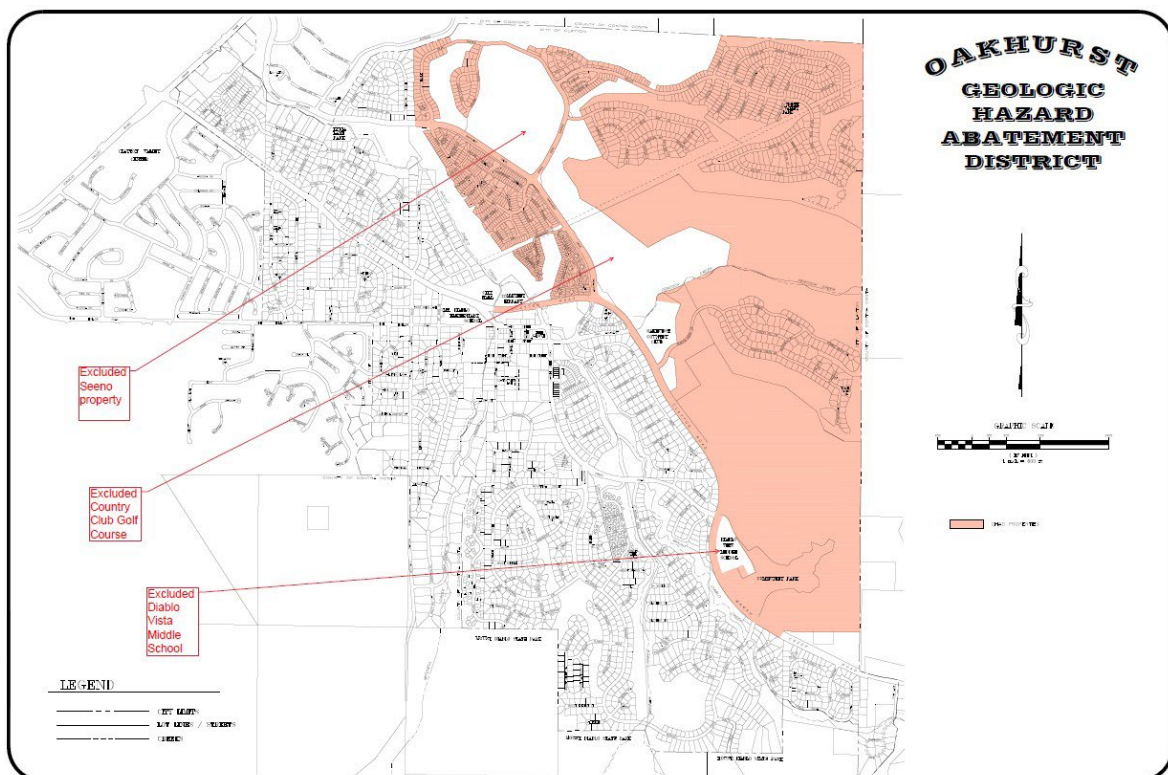
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## **RECOMMENDATION**

Staff recommends the Oakhurst Geologic Hazard Abatement District (GHAD) Board review the existing budget constraints within the report and select expenditures, including amounts, to be budgeted for FY 2023-2024.

## **BACKGROUND**

GHAD staff previously provided its annual report on March 21, 2023 which included general information about its formation, brief history, responsibilities, and its current operation. This staff report can be downloaded from the website under the City Council's agenda packet. Below is a map of the properties (in orange) within the District and subject to property tax assessments to fund for its services. There are 1,484 units that are levied on an annual basis.



Annually between May to July, the GHAD Manager (City Engineer) prepares a financial report with accompanying resolutions in order to set the assessment rates for each parcel within the District to be collected on the property tax bill. These rates are only allowed for an adjustment based on changes in the Consumer Price Index for All Urban Consumers (CPI-U) for the San Francisco-Oakland-Hayward region (5% last year). Any increase beyond the CPI, in accordance with Proposition 218, would require an affirmative weighted majority (50%) ballot vote of the homeowners within the District.

## **DISCUSSION**

As stated in the previous staff report, the Oakhurst GHAD is currently in a poor financial situation. The GHAD has had limited revenue for decades since any increase beyond the CPI would require a 50%+ weighted majority approval of the property owners. The current annual assessments range approximately between \$19.50 to \$83.50 per unit. The projected FY24 assessment revenue is \$49,500. Actual expenditures within the GHAD have exceeded the annual revenue stream for many years, with the essentially the overlapping Landscape Maintenance District paying for the cost of in-house crews, outside maintenance labor, and weed abatement services done within the GHAD open spaces.

The following is a breakdown of the FY24 GHAD Budget; which requires direction from the Board on what expenditures to authorize, for how much, and if there will be a transfer of revenue from another fund to supplement the GHAD fund.

<u>Annual Assessment Revenue</u>	\$49,500
----------------------------------	----------

### Baseline Expenses for Administering District for Tax Roll purposes only

GHAD Manager Administration (3 meetings)	\$5,020
District Engineer Report Preparation/Roll Placement	\$3,675
Clerk Administration (3 meetings)	\$8,415
Legal Services (3 meetings)	\$1,000
Liability Insurance Annual Premium (MPA)	\$7,500
County Assessor Property Tax Administration	\$1,200
Mailing Legal Notices	<u>\$ 875</u>
SUBTOTAL	\$27,685

Remaining for engineering, monitoring, maintenance, repairs	\$21,815
---	----------

One-time remaining Presley Fund available for transfer	\$49,990
--	----------

Available remaining funds to allocate for services in FY24	\$71,805
--	----------

### Expenditures to be allocated: (Direction from Board is required)

Routine Maintenance – ditch and inlet clearing, basin cleaning (Currently performed by in-house crew labor and seasonal labor using Landscape Maintenance District funding)	~\$40,000
---	-----------

Vegetation/Weed Abatement for fire protection (Currently performed by landscape contractor using Landscape Maintenance District funds)	~\$30,000
--	-----------

Visual Site Inspections and Annual Report (Performed by licensed geologist, twice a year (Sept, March)	\$30,000 to \$40,000
Inclinometer/Piezometer monitoring (Not currently being performed, schedule semi-annually)	\$35,000 to \$45,000
Geotechnical Engineering Consultation (use only if needed) (based on needed follow up from inspection and monitoring)	\$25,000 to \$35,000
As-Needed Repairs of damaged facilities/remove sediment (use only if needed)	\$20,000 to \$40,000
Scheduled Capital/facility replacement (Capital Reserve)	
One-time effort to locate subdrain clean outs	\$10,000 to \$15,000
One-time effort to locate inclinometers/piezometers	\$6,000 to \$10,000
Install/Replace Inclinometers (sheared off) (TWO)	\$40,000 to \$50,000 each
V-Ditch replacement	\$50,000 every 3-4 years
Storm Drain pipe/inlet replacements	\$250,000 every 20 years

Operating Reserve (50% of annual operating costs)                      \$125,000 established initially

Landslide Reserve (Goal of \$2,000,000 in 10 years)                      \$200,000 per year

Further details are included in a matrix provided by BSK Associates the GHAD's geotechnical subconsultant, performing the inspections and potential monitoring.

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The overall required funds to sufficiently operate the GHAD at a recommended operating level would be collecting on average of \$460,000 to \$510,000 in assessment revenue per year (this assumes 40%-45% of assessments are collected for a reserve). This is approximately ten times the current assessment revenue collected annually.

### **FISCAL IMPACT**

The Board will provide direction on the level of service being implemented within the Oakhurst GHAD and if the District needs to pursue an increase in assessments of the homeowners in a future mailed ballot vote. It would require a 50%+ weighted majority affirmative vote to raise assessments meet the necessary revenues to adequately fund the district responsibilities.

### **NEXT STEPS**

Based on feedback from the Board, Staff will finalize the FY24 GHAD budget in the Engineer's Report and bring it back for Board approval and set a public hearing date to approve the FY24 assessments.

Attachments:

1. Matrix of estimated costs of services and capital projects, prepared by BSK Associates

**List of Future Tasks/Action Items**  
**Oakhurst GHAD**  
**Clayton, California**

Priority	Item	Cost Type	Frequency	Cost Range	Number of Engagements	Cost Range Per Engagement	Overall Estimate						
							Principal (\$273/hr*)	Project Professional I (\$189/hr*)	Group 3 Engineering Technical - Regular (\$142/hr*)	Group 3 Engineering Technical - Overtime (\$213/hr*)	Administrative Assistant (\$95/hr*)	Subcontractors	Expenses
1	<b>North Area, Kelok Way, and South Area</b> - Inspection of V-ditches, drop inlets, subsurface drain discharge, debris catchments, and pavements. <b>Deliverables:</b> Memorandum summarizing observations after each seasonal inspection is completed (total of 2 memoranda/year).	Operational	<b>Semi Annual:</b> Spring and Fall (i.e., twice a year)	\$30,000 - \$40,000	2	\$15,000 - \$20,000	76 hr (2 persons)	78 hr (2 persons)	N/A	N/A	N/A	N/A	\$800 (mileage)
2	<b>Kelok Way and Pebble Beach Drive Landslides</b> - Locate subdrainage clean-outs and subdrain outfalls for ongoing assessment of efficacy. <b>Deliverables:</b> Brief memorandum and site plan showing identified locations.	Operational	One time	\$10,000 - \$15,000	N/A	N/A	26 hr (2 persons)	30 hr (2 persons)	N/A	N/A	N/A	N/A	\$400 (Mileage)
3	<b>Kelok Way and Pebble Beach Drive Landslides</b> - Locate and identify inclinometers and piezometers for ongoing monitoring. <b>Deliverables:</b> Brief memorandum and site plan showing identified locations.	Operational	One time	\$6,000 - \$10,000	N/A	N/A	16 hr (2 persons)	22 hr (2 persons)	N/A	N/A	N/A	N/A	\$100 (mileage)
4	<b>Kelok Way and Pebble Beach Drive Landslides</b> - Recommence monitoring of inclinometers and piezometers. Includes baseline monitoring event. <b>Deliverables:</b> Includes memorandum and site plan presenting readings after each seasonal monitoring event (total of 2 memoranda/year).	Operational	<b>Semi Annual:</b> Spring and Fall (i.e., twice a year)	\$35,000 - \$45,000	2	\$18,000 - \$23,000	58 hr (3 persons)	38 hr (2 persons)	72 hr (1 person)	21 hr (1 person)	1 hr (1 person)	N/A	\$7,600 (mileage, inclinometer equipment fees, water meter fees, DIR certified payroll fees)
5	<b>Pebble Beach Drive Landslide</b> - Installation of a new inclinometer/piezometer midslope below Pebble Beach Drive. <b>Deliverables:</b> Includes baseline monitoring event and memorandum with a site plan.	Capital Improvement Plan	One time	\$40,000 - \$50,000	N/A	N/A	40 hr (3 persons)	22 hr (2 persons)	24 hr (1 person)	8 hr (1 person)	1 hr (1 person)	\$21,000 (private utility and drilling subcontractors)	\$2,300 (mileage, drilling permit fee, inclinometer equipment fee, water meter fee, DIR certified payroll fees)
6	<b>Kelok Way - North of Cul-de-Sac</b> - Installation of a new inclinometer/piezometer downslope of the cul-de-sac. <b>Deliverables:</b> Includes baseline monitoring event and memorandum with a site plan.	Capital Improvement Plan	One time	\$40,000 - \$50,000	N/A	N/A	40 hr (3 persons)	22 hr (2 persons)	24 hr (1 person)	8 hr (1 person)	1 hr (1 person)	\$21,000 (private utility and drilling subcontractors)	\$2,300 (mileage, drilling permit fee, inclinometer equipment fee, water meter fee, DIR certified payroll fees)

\* Projected rates for 2023-2024 on-call contracting period.

## Breakdown of overall estimate by hours and effort

Priority	Item	Site Reconnaissance		Inclinometer/Piezometer Reading				Inclinometer/Piezometer Installation				Data Review and Memo Preparation		Consultation/Administration of BSK's Services			Remarks
		Principal (\$273/hr*)	Project Professional I (\$189/hr*)	Principal (\$273/hr*)	Project Professional I (\$189/hr*)	Group 3 Engineering Technical - Regular (\$142/hr*)	Group 3 Engineering Technical - Overtime (\$213/hr*)	Principal (\$273/hr*)	Project Professional I (\$189/hr*)	Group 3 Engineering Technical - Regular (\$142/hr*)	Group 3 Engineering Technical - Overtime (\$213/hr*)	Principal (\$273/hr*)	Project Professional I (\$189/hr*)	Principal (\$273/hr*)	Project Professional I (\$189/hr*)	Administrative Assistant (\$95/hr*)	
1	<b>North Area, Kelok Way, and South Area</b> - Inspection of V-ditches, drop inlets, subsurface drain discharge, debris catchments, and pavements. <b>Deliverables:</b> Memorandum summarizing observations after each seasonal inspection is completed (total of 2 memoranda/year).	16 hr (3 visits, 2 persons)	32 hr (4 visits, 1 person)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	28 hr (2 memoranda, 2 persons)	34 hr (2 memoranda, 2 persons)	32 hr (2 persons)	12 hr (1 person)	N/A	BSK will <u>only</u> inspect residential areas and open space immediately adjacent to the North Area (i.e., Windmill Canyon Drive), to Kelok Way, and to the South Area (Pebble Beach Drive) as identified in our letter dated 3/9/2023. BSK will <u>not</u> inspect GHAD open space in flatter areas of the GHAD, the golf course, trail areas, grading areas, etc. BSK can inspect failures in these areas on an as-needed basis upon notification by the City when failures have or are about to impact existing City improvements.
2	<b>Kelok Way and Pebble Beach Drive Landslides</b> - Locate subdrainage clean-outs and subdrain outfalls for ongoing assessment of efficacy. <b>Deliverables:</b> Brief memorandum and site plan showing identified locations.	10 hr (1 visit, 1 person)	16 hr (2 visits, 1 person)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10 hr (1 memorandum, 2 persons)	12 hr (1 memorandum, 2 persons)	6 hr (2 persons)	2 hr (1 person)	N/A	Does <u>not</u> include video survey of subdrain lines. At the Kelok Way landslide, we will be searching for 4 clean-outs and there is 1 outfall that has not been found/identified. At the Pebble Beach Drive landslide, we will be searching for 6 clean-outs and 4 outfalls.
3	<b>Kelok Way and Pebble Beach Drive Landslides</b> - Locate and identify inclinometers and piezometers for ongoing monitoring. <b>Deliverables:</b> Brief memorandum and site plan showing identified locations.	N/A	8 hr (1 visit, 1 person)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10 hr (1 memorandum, 2 persons)	12 hr (1 memorandum, 2 persons)	6 hr (2 persons)	2 hr (1 person)	N/A	BSK does <u>not</u> have an accurate count of all of the inclinometers and piezometers that have been installed at the Kelok Way landslide. We will be looking for the 7 inclinometers/piezometers that we identified in our 3/9/2023 letter. But there may be more. We will be looking for the 2 inclinometers/piezometers at the Kelok Way cul-de-sac that we identified in our 3/9/2023 letter (one of which has sheared off and is unusable for monitoring purposes). We will be looking for the 2 inclinometers/piezometers at the Pebble Beach Drive landslide that we identified in our 3/9/2023 letter.
4	<b>Kelok Way and Pebble Beach Drive Landslides</b> - Recommence monitoring of inclinometers and piezometers. Includes baseline monitoring event. <b>Deliverables:</b> Includes memorandum and site plan presenting readings after each seasonal monitoring event (total of 2 memoranda/year).	N/A	N/A	4 hr (no visit, 1 person)	8 hr (no visit, 1 person)	72 hr (9 visits - 6 monitoring visits & 3 baseline reading visits, 1 person; assumes 11 existing or recommended inclinometers/piezometers and up to 4 additional inclinometers/piezometers that are currently unknown)	21 hr (9 visits - 6 monitoring visits & 3 baseline reading visits, 1 person; assumes 11 existing or recommended inclinometers/piezometers and up to 4 additional inclinometers/piezometers that are currently unknown)	N/A	N/A	N/A	N/A	26 hr (2 memoranda, 3 persons)	18 hr (1 memorandum, 2 persons)	28 hr (3 persons)	12 hr (1 person)	1 h (1 person)	This includes at least 7 inclinometers/piezometers at the Kelok Way landslide, 1 at the Kelok Way cul-de-sac (there are 2 at the cul-de-sac, but one has sheared off and is unusable for monitoring purposes), and 1 at the Pebble Beach Drive landslide (there are 2 at this site, but one has sheared off and is unusable for monitoring purposes). The monitoring could also eventually include the additional inclinometers/piezometers being recommended below Pebble Beach Drive and downslope of the Kelok Way cul-de-sac (see Priorities 5 and 6 below). We assume that traffic control during reading of inclinometers/piezometers located within areas of Kelok Way exposed to vehicular traffic can be limited to the placement of a couple traffic signs and a few traffic cones around our work zone. <b>We assume an encroachment permit or formal traffic control will <u>not</u> be required.</b>
5	<b>Pebble Beach Drive Landslide</b> - Installation of a new inclinometer/piezometer midslope below Pebble Beach Drive. <b>Deliverables:</b> Includes baseline monitoring event and memorandum with a site plan.	N/A	N/A	4 hr (no visit, 1 person)	6 hr (no visit, 1 person)	8 hr (1 visit - 1 baseline reading visit, 1 person; assumes 1 recommended inclinometer/piez)	N/A	8 hr (1 visit, 1 person)	4 hr (1 visit, 1 person)	16 hr (2 visits, 1 person, 1 inclinometer to be installed to a depth of approximately)	8 hr (2 visits, 1 person, 1 inclinometer to be installed to a depth of approximately)	14 hr (1 memorandum, 3 persons)	8 hr (1 memorandum, 2 persons)	12 hr (2 persons)	6 hr (1 person)	1 h (1 person)	Does <u>not</u> include encroachment permit, traffic control, logging, collection of subsurface samples, or laboratory testing.
6	<b>Kelok Way - North of Cul-de-Sac</b> - Installation of a new inclinometer/piezometer downslope of the cul-de-sac. <b>Deliverables:</b> Includes baseline monitoring event and memorandum with a site plan.	N/A	N/A	4 hr (no visit, 1 person)	6 hr (no visit, 1 person)	8 hr (1 visit - 1 baseline reading visit, 1 person; assumes 1 recommended inclinometer/piez)	N/A	8 hr (1 visit, 1 person)	4 hr (1 visit, 1 person)	16 hr (2 visits, 1 person, 1 inclinometer to be installed to a depth of approximately)	8 hr (2 visits, 1 person, 1 inclinometer to be installed to a depth of approximately)	14 hr (1 memorandum, 3 persons)	8 hr (1 memorandum, 2 persons)	12 hr (2 persons)	6 hr (1 person)	1 h (1 person)	Does <u>not</u> include encroachment permit, traffic control, logging, collection of subsurface samples, or laboratory testing.

\* Projected rates for 2023-2024 on-call contracting period.