



AGENDA

JOINT REGULAR MEETINGS

* * *

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

* * *

TUESDAY, June 15, 2021

6:00 P.M.

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

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19 and the Governor's Executive Orders N-25-20 and N-29-20 that allow members of the City Council, City staff and the public to participate and conduct a meeting by teleconference, videoconference or both. In order to comply with public health orders, the requirement to provide a physical location for members of the public to participate in the meeting has been suspended.

Mayor: Carl Wolfe
Vice Mayor: Peter Cloven

Council Members
Jim Diaz
Holly Tillman
Jeff Wan

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

Instructions for Virtual City Council Meeting – June 15

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

To follow or participate in the meeting:

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

https://us02web.zoom.us/webinar/register/WN_bVID0Hu8Q_qaj8HU0uQ23A

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

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

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

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

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

Location:

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

To join this virtual meeting on-line click here:

https://us02web.zoom.us/webinar/register/WN_bVID0Hu8Q_qaj8HU0uQ23A

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

*** CITY COUNCIL ***

June 15, 2021

6:00 P.M.

1. **CALL TO ORDER AND ROLL CALL** – Mayor Wolfe.
2. **PLANNING COMMISSION VACANCY**
 - (a) Three candidates to be separately interviewed for two appointments with terms to expire on June 30, 2023. ([View Here](#))
 - (b) City Council discussion and determination of two citizen appointments to openings on the Clayton Planning Commission through June 30, 2023. (Mayor Wolfe) ([View Here](#))

- Short Recess -

* * * * *

7:00 P.M.

REGULAR PUBLIC MEETING

3. **CALL TO ORDER AND ROLL CALL** – Mayor Wolfe.
4. **MEETING PROTOCOL VIDEO**– City Clerk
5. **PLEDGE OF ALLEGIANCE** – led by Councilmember Diaz.
6. **CONSENT CALENDAR**

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

 - (a) Approve the minutes of the City Council's regular meeting of June 1, 2021. (City Clerk) ([View Here](#))
 - (b) Approve the Financial Demands and Obligations of the City. (Finance) ([View Here](#))
 - (c) Contra Costa Transportation Authority (CCTA) Growth Management Program Biennial Compliance Checklist for Calendar Years 2018 and 2019. (Interim Community Development Director) ([View Here](#))

- (d) Approve the Engineer's Report and Proposed Assessments for the Operation & Maintenance of Street Lights in the Street Lighting Assessment District, FY2021/22. (City Engineer) ([View Here](#))

7. RECOGNITIONS AND PRESENTATIONS

- (a) Proclamation declaring June 19 as "Juneteenth" in the City of Clayton. (Mayor Wolfe) ([View Here](#))

8. REPORTS

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

9. 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.

10. PUBLIC HEARINGS

None

11. ACTION ITEMS

- (a) City Council discussion of canceling any regularly scheduled Council meetings in July, August and/or September 2021 relative to quorum availability. (City Manager) ([View Here](#))
- (b) Adopt a Resolution Authorizing a Pride Flag to be Flown at City Hall, Clayton Library, and The Grove Throughout the Month of June Each Year in Honor of Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex Plus (LGBTQI+) Pride Month. (City Manager) ([View Here](#))
- (c) Letter Supporting Use of County Measure X Funding for Community Crisis Initiative. (City Manager) ([View Here](#))
- (d) Discussion and Direction to Staff on Proposed Fiscal Year 2021/22 Budget. (Finance Director) ([View Here](#))

12. **RECESS THE CITY COUNCIL MEETING** – Mayor Wolfe
(until after the conclusion of the Oakhurst Geological Hazard Abatement District meeting)
13. **RECONVENE THE CITY COUNCIL MEETING** – Mayor Wolfe
14. **COUNCIL ITEMS** – limited to Council requests and directives for future meetings.
15. **CLOSED SESSION**
 - (a) *Government Code Section 54957.6*, Conference with Labor Negotiator
Instructions to City-designated labor negotiator: City Manager
Employee Organization: Clayton Police Officers Association (CPOA)
16. **ADJOURNMENT**

The next regularly scheduled special meeting of the City Council will be June 29, 2021.

#

*** OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT ***
June 15, 2021

1. CALL TO ORDER AND ROLL CALL – Chairperson Tillman.

2. PUBLIC COMMENTS

Members of the public may address District Boardmembers on items within the Board's jurisdiction, (which are not on the agenda) at this time. To facilitate 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 on April 20, 2021. (Secretary) ([View Here](#))

4. PUBLIC HEARING – None.

5. ACTION ITEMS

- (a) Presentation and Consideration of a Resolution to Approve the Proposed Oakhurst Geological Hazard Abatement District (GHAD) Budget for Fiscal Year 2021/22 and set a Public Hearing to be Held on June 29, 2021 to Consider the Levy of the Corresponding Real Property Tax Assessments in FY 2021/22. (District Manager) ([View Here](#))

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.

#

Planning Commission Interview Schedule

6:00 p.m. – Justin Cesarin

6:15 p.m. – Maria Shulman

6:30 p.m. – Edward Miller III



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Janet Calderon, City Clerk
DATE: June 15, 2021
SUBJECT: Consider applicants for appointment to the Planning Commission

BACKGROUND

The terms of office for two (2) existing Planning Commissioner are expiring on June 30, 2021.

Staff advertised the Planning Commission vacancies on the City's website, and at the City's three (3) posting areas. Applications were due on June 9, 2021 and three (3) applications were received by the filing date.

At a Special Meeting at 6pm prior to the regular City Council meeting, the full City Council will interview each of the candidates. Official appointments to the Planning Commission require full City Council vote.

RECOMMENDATION

Adopt the attached Resolution appointing two (2) individuals to the Planning Commission with terms of office expiring June 30, 2023.

FISCAL IMPACT

None.

Attachments: Resolution – 1 page
Applications (3) - 6 pages (in alphabetical order)

RESOLUTION NO. -2021

**A RESOLUTION APPOINTING TWO CITIZENS
TO THE CLAYTON PLANNING COMMISSION**

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

WHEREAS, in 1964 the City Council of Clayton adopted Ordinance No. 20 establishing the City of Clayton Planning Commission with five (5) members; and

WHEREAS, staff advertised the upcoming vacancy of two appointive positions on the Planning Commission and set a deadline of June 9, 2021 for candidates to submit an application to serve; and

WHEREAS, three interested citizens submitted timely applications expressing willingness to serve in this appointed capacity; and

WHEREAS, on June 15, 2021 the Clayton City Council publicly interviewed the two candidates.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California, does hereby appoint the following two individuals to the Planning Commission of the City of Clayton for full two-year terms of office:

_____ : July 1, 2021 through June 30, 2023

_____ : July 1, 2021 through June 30, 2023

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 15th day of June 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Carl Wolfe, Mayor

ATTEST:

Janet Calderon, City Clerk

RECEIVED

JUN 01 2021



City of Clayton

*** CITY PLANNING COMMISSION *
APPLICATION**

All information contained on this application is a public record subject to public disclosure. This includes home address and all phone numbers.
This public office is required by state law to complete and file an annual Financial Statement of Economic Interest

Name: Justin Cesarin

Date: May 14, 2021

Home address: _____ Contact phone: _____

Length of residence in Clayton: 32 years

Email address: _____

Present employer: Oxygen Plus (Quipt Health)

Occupation: General Manager

A. Education and special training:

Bachelor of Arts, Drama 2003 (Popular Theatre; Stage Management); **MBA**, Statagic Management 2018; **Doctor of Philosophy**, Organizational Leadership (in progress, expected 2022), coursework and background in: Data and statistical analysis; qualitative & quantitative research methods; design & aesthetics; construction management; mechanical drafting; Research areas: environmental sustainability; stakeholder management; moderating factors of arts education, entrepreneurship, and creativity for impoverished populations; Professional Ceritifications: Associate Professional of Human Resources (aPHR) from HRCI

B. Please list experiences and activities which particularly qualify you for an appointment to the Clayton Planning Commission:

- Clayton Trails & Landscape Committee March 2020 - December 2021 (term expires); Chairman of TLC, February 2021-present
- Scenic, light, sound, properties designer for film & theatre: Town Hall Theatre, Diablo Light Opera, Center Rep, 200 Strong Productions, Design Verde
- Construction Management (technical direction) for theatre & film: Town Hall Theatre, 200 Strong Productions, Foothill High (Pleasanton), Woodside High (Redwood City)
- General & Compliance Manager: Oxygen Plus, Inc, 2012-Present
- Experienced with contract law (entertainment, business, healthcare); interest in comparative foreign constitutional law 1

C. What do you consider to be the role of a City Planning Commissioner?

Planning commissioners give voice to the citizenry on changes to the city use of land and property development through amendments, & recommendations to, and enforcement of zoning requirements and the city's general plan. The Commission also acts as advisors, or subcommittee, to the city council, through thorough examination of site plans, use permits, environmental review, and subdivisions of existing real property.


D. Other relevant information and interests:

I hope to help, in whatever little way I can, to ensure development in Clayton is measured, sustainable, and environmentally responsible. I understand how critical it is we respect legislation handed to us from the state and thus we should work with developers and the community for balance. Given the opportunity, those are the broad areas on which I would want to work in this position.

I come from a family of public servants, firefighters, police, and healthcare. In my 32 years in Clayton, I have been involved in the community, from cub scouts and being in the first leadership class at Diablo View, to planing bunch grass and cleaning up trash, to today, chairing the TLC. I know this town, I have witnessed many changes and challenges, and am happy to serve the public in a continued attempt to give back to the community in which I was raised. Thank you for the opportunity.

E. Please list three references with phone numbers:

1. Yvette Ipsen 925-595-8721
2. Nick Palmer 310-804-2113
3. Eileen Whitaker 925-209-1438



Signature

The City of Clayton appreciates your interest and willingness to seek involvement in your community through civic service on our City Planning Commission. Thank you for your application.



RECEIVED

JUN 03 2021

City of Clayton

*** CITY PLANNING COMMISSION *
APPLICATION**

All information contained on this application is a public record subject to public disclosure. This includes home address and all phone numbers.

This public office is required by state law to complete and file an annual Financial Statement of Economic Interest

Name: Maria Shulman

Date: 6/3/2021

Home address: _____ Contact phone: _____

Length of residence in Clayton: 12 Years

Email address: _____

Present employer: Ro Healthcare Inc.

Occupation: Registered Nurse Clinical Supervisor

A. Education and special training: Bachelors in Criminal Justice, minor in Mental Health from Temple University
Germantown Hospital & Medical Center School of Nursing Diploma, Bachelors of Science in Nursing from
The University of Texas at Arlington, Masters in Healthcare Administration from The University of Texas at Arlington.

Current a Doctorate applicant.

I'm trained to work with differing groups of people to mediate differences to come up with solutions following state, federal and local guidelines established. Healthcare administration must follow stringent guidelines which would come in handy to be a planning commissioner that must also follow guidelines and state mandates.

B. Please list experiences and activities which particularly qualify you for an appointment to the Clayton Planning Commission:

My leadership training first in banking 6 years and now in Nursing for the last 25 years has provided me the tools

needed to look at any problem/issue/situation with critical analysis. It has provided me the opportunity to work with diverse populations and master skills such as:

The ability to communicate- to listen fully to what is being said before formulating a response and asking open ended questions for clarification.

Analytic Ability- to decipher codes, patterns, trends and make predictions based on factual information.

Fair and Open Minded- taking in differing opinions, being impartial with no preconcieved notions, and maintaining objectivity.

C. What do you consider to be the role of a City Planning Commissioner?

Responsible for making decisions on land use within the city by controlling growth, promoting economic health and
and improving the quality of life for the community. All decisions are based on the policies of local, state and federal
laws. All persons on the commission must be able to have critical decision making skills to decipher the important issue
from the irrelevant with the ability to communicate to the community. It is not a commissioners job to make decisions
based on what they want but to make decisions on law and the good of the community.

D. Other relevant information and interests:

Red Cross Volunteer- able to coordinate, follow direction and take lead in emergency situations

Community Lead Projects collecting food and dry goods for homeless women and children

Developed a Cost Benefit Analysis for The Alameda School District to increase the number of nurses in schools including
funding

Completed the National Incident Management System Training with FEMA/Emergency Management Institute

Active member of American Organization for Nursing Leadership


Written content for an application for Health IQ regarding prescription drug discounts/ free medications

E. Please list three references with phone numbers:

1. Lisa Fisher 925-785-1969

2. Amy Taxdahl 510-409-6344

3. Dorothy Selegarth 267-730-2509

 MHA, BSN, BA, RN
Maria Shulman
Signature

*The City of Clayton appreciates your interest and willingness to seek
involvement in your community through civic service on our
City Planning Commission. Thank you for your application.*



RECEIVED

MAY 10 2021

City of Clayton

*** CITY PLANNING COMMISSION *
APPLICATION**

**All information contained on this application is a public record subject to public disclosure. This includes home address and all phone numbers.
This public office is required by state law to complete and file an annual Financial Statement of Economic Interest**

Name: Edward L Miller III

Date: 5/7/2021

Home address: _____ Contact phone: _____

Length of residence in Clayton: 17 years (Nov 2003-present)

Email address: _____

Present employer: CSE Insurance

Occupation: Sr Business Intelligence Specialist (database integration/development)

A. Education and special training: BS '93 Eastern New Mexico University (double major Computer Science/Physical Chemistry)

NEW: Planning Commissioners Academy, California League of Cities (April 2021)

B. Please list experiences and activities which particularly qualify you for an appointment to the Clayton Planning Commission:

I have now served a short term (Feb 2021-present) as a commissioner on the Clayton Planning Commission. During my brief service this term, I'm proud of three things in particular:

1. Objectivity and non-partisanship involving any decisions of the commission. I think every member of the PC will agree that I've joined them at certain times in supporting their viewpoints...and I don't always side with the same members. Also, I've have definitely gone into meetings having read the materials thinking that I lean in a certain direction, but after asking more questions and gathering more facts, come to a different decision. I keep an open mind.
2. Training. I attended the 2021 Planning Commissioners Academy to increase my knowledge in this service.
3. Listening. Any decision a commissioner makes will please some and upset others. But I have made a point in contentious meetings to acknowledge citizens' concerns and try to point out how I feel that I/we addressed them.

C. What do you consider to be the role of a City Planning Commissioner?

To listen to your community and develop a deep understanding of the place you live, so that when it comes time to review the merits and concerns of new development proposals, you can make recommendations to the City Council that are reasonable, fair to everyone, and represent the best interests of the city as a whole.

D. Other relevant information and interests:

E. Please list three references with phone numbers:

1. Kelly McDougall 925-787-0448
2. Jeremy Amos 925-522-9690
3. Julie Aguiar 925-584-5947

Edward L Miller

Signature

The City of Clayton appreciates your interest and willingness to seek involvement in your community through civic service on our City Planning Commission. Thank you for your application.

**MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL**

TUESDAY, June 1, 2021

1. **CALL TO ORDER THE CITY COUNCIL** – The meeting was called to order at 7:00 p.m. by Mayor Wolfe on a virtual web meeting and telephonically (877) 853-5257. Councilmembers present: Mayor Wolfe, Vice Mayor Cloven, and Councilmembers Diaz, Tillman, and Wan. Councilmembers absent: None. Staff present: City Manager Reina Schwartz, City Attorney Mala Subramanian and City Clerk/HR Manager Janet Calderon.

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

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

4. **CONSENT CALENDAR**

It was moved by Councilmember Tillman, seconded by Vice Mayor Cloven, to approve the Consent Calendar items as submitted. (Passed 5-0).

- (a) Approved the minutes of the City Council’s regular meeting of May 18, 2021. (City Clerk)
- (b) Approved the Financial Demands and Obligations of the City. (Finance)
- (c) Adopted Ordinance No. 492 Amending Section 2.04.070 of the Clayton Municipal Code, entitled “Order of Business”. (City Manager)

5. **RECOGNITIONS AND PRESENTATIONS**

- (a) Certificates of Recognition to public school students for exemplifying the “Do The Right Thing” character trait of “Responsibility” during the month of May 2021. (Mayor Wolfe)

Mayor Wolfe and Diablo View Middle School Principal Peter Fong presented certificates to Malia Quesada and Brooke Rooney.

Mayor Wolfe and Mt. Diablo Elementary School Third Grade Teacher Colleen VanOtrive presented certificates to Summer Contreras and Parker Gabriel.

- (b) Proclamation declaring the month of June as “Portuguese National Heritage Month” in the City of Clayton. (Mayor Wolfe)

Mayor Wolfe briefly read the proclamation declaring June as “Portuguese National Heritage Month” in the City of Clayton.

6. REPORTS

(a) City Manager/Staff

City Manager Reina Schwartz announced the City has accepted the resignation from Finance Director Paul Rodrigues. She further advised the need of a recruiter to assist in filling the positions of Community Development Director and Finance Director. Ms. Schwartz also provided a brief American Rescue Plan Act funds update.

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

Vice Mayor Cloven attended the Cal Cities meeting, the Contra Costa County Hazardous Materials Commission meeting, the Clayton Business and Community Association General Membership meeting, and communicated with citizens regarding the sign ordinance.

Councilmember Wan called and emailed constituents.

Councilmember Diaz attended the Memorial service for Coach Frank Schneider, the community event hosted by the Morgan Territory Association, the Cal Cities East Bay division meeting, the Clayton Business and Community Association General Membership meeting, and the Memorial Day event hosted by VFW Post 1525.

Councilmember Tillman attended the Mount Diablo Unified School District Board/Chair meeting, the Mount Diablo Unified School District Anti-Bias and Anti-Racist (ABAR) subcommittee meeting, the Clayton Community Library Foundation Board meeting, the Cal Cities East Bay Division meeting, the Clayton Business and Community Association General Membership meeting, and the Pride Event.

Mayor Wolfe attended the Cal Cities East Bay Division meeting, the Mount Diablo Unified School District Board/Chair meeting, met with the City Manager, met with Vice Mayor Cloven, toured the Cemex Quarry, the Clayton Business and Community Association General Membership meeting, the Black Diamond Crucible event at Oakhurst Country Club, the Memorial Day event hosted by VFW Post 1525, the special meeting of the East Contra Costa Habitat Conservancy, and announced he was not in attendance at the recent Planning Commission meeting.

7. PUBLIC COMMENT ON NON - AGENDA ITEMS

John Rubiales President of Clayton Business and Community Association, clarified some comments from the last Clayton City Council meeting.

AJ Chippero Planning Commission Chair expressed his concern of actions of a current Planning Commissioner against him and the Clayton Business and Community Association.

Keith Haydon expressed his concerns of the actions of a current Planning Commissioner and current City Council member against the Clayton Business and Community Association.

Terri Denslow expressed her concerns of mis-information of the Save Clayton website and the actions of a current Planning Commissioner.

Bassam Altwal expressed his concerns of a two current City Councilmembers and a current Planning Commissioner.

Edward Hartley, Clayton Business and Community Association member advised a detailed letter was submitted to the Mayor. He further expressed concerns regarding the accusations made by a current Planning Commissioner regarding the Clayton Business and Community Association.

Scott Denslow expressed his concerns of the actions of a current City Council member and current Planning Commissioner.

Mayor Wolfe closed public comment.

8. PUBLIC HEARINGS

- (a) Oak Creek Canyon Project, Appeal of Planning Commission Recommendation of Denial. (Interim Community Development Director)

Dana Ayers Interim Community Development Director presented the report.

Following questions by City Council, Mayor Wolfe opened the Public Hearing; no comments were offered. The Public Hearing was kept open and continued to June 29, 2021.

It was moved by Councilmember Diaz, seconded by Councilmember Tillman, to open and continue the public hearing on this item to June 29, 2021. (Passed 5-0).

9. ACTION ITEMS

- (a) Discussion Regarding Potential Hazard Pay Ordinance. (City Council)

Vice Mayor Cloven provided a brief background.

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

Bambi Marien explained the process of bringing this item to Clayton, as there was a misunderstanding that the store could have been part of Concord. She further expressed support of the potential Hazard Pay Ordinance requesting if passed it be retroactive.

Evan Miller member of California Grocers Association, urged the City Council to not move forward with the potential Hazard Pay Ordinance.

John Gomez member of United Food and Commercial Workers Local 5, expressed support of the potential Hazard Pay Ordinance.

Maria Carlos expressed support of the potential Hazard Pay Ordinance.

Kenny Scanlan union representative of United Food and Commercial Workers Local 5, expressed support of the potential Hazard Pay Ordinance.

Bassam Altwal expressed support of the potential Hazard Pay Ordinance requesting it be retroactive.

Kelly Kick member of United Food and Commercial Workers Local 5, expressed support of the potential Hazard Pay Ordinance.

Scott Denslow expressed support of the potential Hazard Pay Ordinance.

Vanessa Chorro expressed support of the potential Hazard Pay Ordinance requesting it be retroactive.

Mayor Wolfe closed Public Comment.

By consensus of the City Council, it was determined to not pursue this item.

No direction was provided to staff.

10. COUNCIL ITEMS

Councilmember Diaz requested a future agenda item regarding review non-governmental signs code.

Councilmember Wan requested a future agenda item concerning City Council summer schedule and requested information on going back to in-person City Council meetings.

11. CLOSED SESSION – None.

12. ADJOURNMENT– on call by Mayor Wolfe, the City Council adjourned its meeting at 9:06 p.m.

The next regularly scheduled meeting of the City Council will be June 15, 2021.

#

Respectfully submitted,

Janet Calderon, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Carl Wolfe, Mayor

#



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JENNIFER GIANTVALLEY, ACCOUNTING TECHNICIAN

DATE: 06/15/2021

SUBJECT: FINANCIAL DEMANDS AND OBLIGATIONS OF THE CITY

RECOMMENDATION:

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

Attached Report	Purpose	Date	Amount
Open Invoice Report	Accounts Payable	6/8/2021	\$ 84,410.85
Payroll Reconciliation Summary	Payroll, Taxes	6/2/2021	\$ 73,066.43
(New payroll firm - PrimePay)	Total Required		\$ 157,477.28

Attachments:

1. Open Invoice Report, dated 06/08/21 (4 pages)
2. Payroll Reconciliation Summary report PPE 05/30/21 (1 page)

City of Clayton

Open Invoice Report

Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
All City Management Services, Inc.								
All City Management Services, Inc.	5/19/2021	5/19/2021	70525	School crossing guard svcs 5/2/21-5/15/21	\$723.30	\$0.00		\$723.30
				<i>Totals for All City Management Services, Inc.</i>	<u>\$723.30</u>	<u>\$0.00</u>		<u>\$723.30</u>
American Fidelity Assurance Company								
American Fidelity Assurance Company	5/31/2021	5/31/2021	D307316	Supplemental insurance May 2021	\$926.55	\$0.00		\$926.55
American Fidelity Assurance Company	5/30/2021	5/30/2021	6003216	FSA PPE 5/30/21	\$128.45	\$0.00		\$128.45
				<i>Totals for American Fidelity Assurance Company</i>	<u>\$1,055.00</u>	<u>\$0.00</u>		<u>\$1,055.00</u>
Authorize.net								
Authorize.net	5/31/2021	5/31/2021	May2021	Online CC gateway fee May 2021	\$31.40	\$0.00		\$31.40
				<i>Totals for Authorize.net</i>	<u>\$31.40</u>	<u>\$0.00</u>		<u>\$31.40</u>
Bay Area News Group								
Bay Area News Group	5/31/2021	5/31/2021	1294563	Legal ads May 2021	\$804.96	\$0.00		\$804.96
				<i>Totals for Bay Area News Group</i>	<u>\$804.96</u>	<u>\$0.00</u>		<u>\$804.96</u>
Blackbaud								
Blackbaud	5/31/2021	5/31/2021	92107348	Financial Edge subscription FY 2022	\$7,049.07	\$0.00		\$7,049.07
				<i>Totals for Blackbaud</i>	<u>\$7,049.07</u>	<u>\$0.00</u>		<u>\$7,049.07</u>
CalPERS Retirement								
CalPERS Retirement	5/30/2021	5/30/2021	053021	Retirement PPE 5/30/21	\$17,233.68	\$0.00		\$17,233.68
				<i>Totals for CalPERS Retirement</i>	<u>\$17,233.68</u>	<u>\$0.00</u>		<u>\$17,233.68</u>
Cintas Corporation								
Cintas Corporation	5/27/2021	5/27/2021	40865610505	PW uniforms through 5/27/21	\$50.72	\$0.00		\$50.72
				<i>Totals for Cintas Corporation</i>	<u>\$50.72</u>	<u>\$0.00</u>		<u>\$50.72</u>
City of Antioch								
City of Antioch	5/25/2021	5/25/2021	1734	Service to PD veh 1734	\$212.49	\$0.00		\$212.49
City of Antioch	5/25/2021	5/25/2021	1736	Service to PD veh 1736	\$757.29	\$0.00		\$757.29
City of Antioch	5/26/2021	5/26/2021	1737	Service to PD veh 1737	\$222.39	\$0.00		\$222.39
				<i>Totals for City of Antioch</i>	<u>\$1,192.17</u>	<u>\$0.00</u>		<u>\$1,192.17</u>
Clean Street								
Clean Street	5/31/2021	5/31/2021	100149CS	Street sweeping May 2021	\$4,500.00	\$0.00		\$4,500.00
				<i>Totals for Clean Street</i>	<u>\$4,500.00</u>	<u>\$0.00</u>		<u>\$4,500.00</u>
Concord Uniforms								
Concord Uniforms	5/21/2021	5/21/2021	18203	PD uniform items	\$166.55	\$0.00		\$166.55
				<i>Totals for Concord Uniforms</i>	<u>\$166.55</u>	<u>\$0.00</u>		<u>\$166.55</u>
Contra Costa Tractor Mobile Svc								
Contra Costa Tractor Mobile Svc	5/5/2021	5/5/2021	018595	Service to Ford 260C tractor	\$737.08	\$0.00		\$737.08

City of Clayton

Open Invoice Report

Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Contra Costa Tractor Mobile Svc	5/5/2021	5/5/2021	018594	Service to Loader L218	\$690.93	\$0.00		\$690.93
Contra Costa Tractor Mobile Svc	5/5/2021	5/5/2021	018593	Service to NH U80C	\$723.35	\$0.00		\$723.35
				<i>Totals for Contra Costa Tractor Mobile Svc</i>	<i>\$2,151.36</i>	<i>\$0.00</i>		<i>\$2,151.36</i>
Cropper Rowe, LLP								
Cropper Rowe, LLP	4/15/2021	4/15/2021	307	Printing/Binding 2020 CAFR	\$200.00	\$0.00		\$200.00
				<i>Totals for Cropper Rowe, LLP</i>	<i>\$200.00</i>	<i>\$0.00</i>		<i>\$200.00</i>
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	2/1/2021	2/1/2021	7906721	Copier lease January 2021	\$1,021.36	\$0.00		\$1,021.36
				<i>Totals for De Lage Landen Financial Services, Inc.</i>	<i>\$1,021.36</i>	<i>\$0.00</i>		<i>\$1,021.36</i>
Digital Services								
Digital Services	6/7/2021	6/7/2021	11905	IT services 4/22/21-6/6/21	\$3,925.84	\$0.00		\$3,925.84
				<i>Totals for Digital Services</i>	<i>\$3,925.84</i>	<i>\$0.00</i>		<i>\$3,925.84</i>
Dillon Electric Inc								
Dillon Electric Inc	5/28/2021	5/28/2021	4403	Streetlight repairs 5/27/21	\$767.73	\$0.00		\$767.73
				<i>Totals for Dillon Electric Inc</i>	<i>\$767.73</i>	<i>\$0.00</i>		<i>\$767.73</i>
Aileen or Ricky Fong								
Aileen or Ricky Fong	6/3/2021	6/3/2021	CAP0389	Deposit refund	\$430.10	\$0.00		\$430.10
				<i>Totals for Aileen or Ricky Fong</i>	<i>\$430.10</i>	<i>\$0.00</i>		<i>\$430.10</i>
Galaxy Press								
Galaxy Press	5/27/2021	5/27/2021	34402	Envelope printing	\$216.93	\$0.00		\$216.93
				<i>Totals for Galaxy Press</i>	<i>\$216.93</i>	<i>\$0.00</i>		<i>\$216.93</i>
Geoconsultants, Inc.								
Geoconsultants, Inc.	6/4/2021	6/4/2021	19172	Well monitoring May 2021	\$1,546.50	\$0.00		\$1,546.50
				<i>Totals for Geoconsultants, Inc.</i>	<i>\$1,546.50</i>	<i>\$0.00</i>		<i>\$1,546.50</i>
Hammons Supply Company								
Hammons Supply Company	5/20/2021	5/20/2021	116064	PW janitorial supplies	\$41.90	\$0.00		\$41.90
Hammons Supply Company	5/20/2021	5/20/2021	116791	PD janitorial supplies	\$204.22	\$0.00		\$204.22
Hammons Supply Company	5/25/2021	5/25/2021	116810	CH janitorial supplies	\$1,064.29	\$0.00		\$1,064.29
Hammons Supply Company	5/26/2021	5/26/2021	116839	PW janitorial supplies	\$110.55	\$0.00		\$110.55
				<i>Totals for Hammons Supply Company</i>	<i>\$1,420.96</i>	<i>\$0.00</i>		<i>\$1,420.96</i>
ICMA Retirement Corporation								
ICMA Retirement Corporation	5/30/2021	5/30/2021	053021	457 Plan contributions PPE 5/30/21	\$2,209.62	\$0.00		\$2,209.62
				<i>Totals for ICMA Retirement Corporation</i>	<i>\$2,209.62</i>	<i>\$0.00</i>		<i>\$2,209.62</i>
MPA								
MPA	6/4/2021	6/4/2021	INV001887	EAP program Q4 FY2021	\$268.41	\$0.00		\$268.41

City of Clayton

Open Invoice Report

Obligations

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for MPA.</i>					<u>\$268.41</u>	<u>\$0.00</u>		<u>\$268.41</u>
Nationwide								
Nationwide	5/30/2021	5/30/2021	053021	457 Plan contributions PPE 5/30/21	\$500.00	\$0.00		\$500.00
<i>Totals for Nationwide</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
NBS Govt. Finance Group								
NBS Govt. Finance Group	5/31/2021	5/31/2021	521000022	Delinquency mgmt svcs, bonds	\$331.53	\$0.00		\$331.53
<i>Totals for NBS Govt. Finance Group</i>					<u>\$331.53</u>	<u>\$0.00</u>		<u>\$331.53</u>
Occupational Health Centers of California								
Occupational Health Centers of Califor	5/18/2021	5/18/2021	71404142	PD pre-employment exam	\$744.00	\$0.00		\$744.00
<i>Totals for Occupational Health Centers of Californie</i>					<u>\$744.00</u>	<u>\$0.00</u>		<u>\$744.00</u>
Paysafe Payment Processing								
Paysafe Payment Processing	5/31/2021	5/31/2021	May2021	Online bankcard fees May 2021	\$206.41	\$0.00		\$206.41
Paysafe Payment Processing	5/31/2021	5/31/2021	May2021	OTC bankcard fees May 2021	\$317.38	\$0.00		\$317.38
<i>Totals for Paysafe Payment Processing</i>					<u>\$523.79</u>	<u>\$0.00</u>		<u>\$523.79</u>
PG&E								
PG&E	5/23/2021	5/23/2021	052321	Energy 4/23/21-5/21/21	\$4,545.73	\$0.00		\$4,545.73
PG&E	5/26/2021	5/26/2021	052621	Energy 4/16/21-5/16/21	\$19,333.18	\$0.00		\$19,333.18
<i>Totals for PG&E.</i>					<u>\$23,878.91</u>	<u>\$0.00</u>		<u>\$23,878.91</u>
Quadient Leasing USA, Inc								
Quadient Leasing USA, Inc	6/2/2021	6/2/2021	060221	Postage machine annual fee (tax)	\$50.00	\$0.00		\$50.00
<i>Totals for Quadient Leasing USA, Inc</i>					<u>\$50.00</u>	<u>\$0.00</u>		<u>\$50.00</u>
Site One Landscape Supply, LLC								
Site One Landscape Supply, LLC	5/25/2021	5/25/2021	109515792-001	Irrigation parts	\$228.57	\$0.00		\$228.57
<i>Totals for Site One Landscape Supply, LLC</i>					<u>\$228.57</u>	<u>\$0.00</u>		<u>\$228.57</u>
Swenson's Mobile Fleet Repair								
Swenson's Mobile Fleet Repair	6/1/2021	6/1/2021	1003070	Service to 07 F450	\$125.00	\$0.00		\$125.00
Swenson's Mobile Fleet Repair	6/1/2021	6/1/2021	1003071	Service to 08 Carson dump trailer	\$125.00	\$0.00		\$125.00
<i>Totals for Swenson's Mobile Fleet Repair</i>					<u>\$250.00</u>	<u>\$0.00</u>		<u>\$250.00</u>
TRC Environmental Corporation								
TRC Environmental Corporation	5/27/2021	5/27/2021	476473	Project/planning service through May 21, 202	\$6,616.95	\$0.00		\$6,616.95
<i>Totals for TRC Environmental Corporation</i>					<u>\$6,616.95</u>	<u>\$0.00</u>		<u>\$6,616.95</u>
Workers.com								
Workers.com	5/28/2021	5/28/2021	129947	Seasonal workers week end 5/23/21	\$1,881.91	\$0.00		\$1,881.91
Workers.com	5/21/2021	5/21/2021	129895	Seasonal workers week end 5/16/21	\$2,439.53	\$0.00		\$2,439.53
<i>Totals for Workers.com</i>					<u>\$4,321.44</u>	<u>\$0.00</u>		<u>\$4,321.44</u>

City of Clayton
Open Invoice Report
Obligations

GRAND TOTALS:	\$84,410.85	\$0.00	\$84,410.85
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PAY-BL070-008 V6.9
GENRECSM BRANCH 31
CURRENT DATE 06/01/2021

2021-002-01
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BL070 CITY OF CLAYTON
PAYROLL RECONCILIATION SUMMARY

PAGE 1
PERIOD ENDING 05/30/2021
CHECK DATE 06/02/2021

FEDERAL ID: 94-1568979	EMPLOYER TAX ID	TOTAL GROSS	SUBJECT GROSS	TAXABLE GROSS	RATE %	EMPLOYEE TAX WITHHELD	EMPLOYER TAX	THIRD PARTY SICK	TOTAL TAXES DUE
FEDERAL INC TAX - EMPLOYEE	94-1568979	85,792.87	71,518.05	71,518.05		9,781.64	0.00		9,781.64
SOCIAL SECURITY - EMPLOYEE	94-1568979	85,792.87	81,362.41	0.00	6.2000	0.00	0.00		0.00
MEDICARE - EMPLOYEE	94-1568979	85,792.87	81,362.41	81,362.41	1.4500	1,179.77	0.00		1,179.77
SOCIAL SECURITY - EMPLOYER	94-1568979	85,792.87	81,362.41	0.00	6.2000	0.00	0.00		0.00
MEDICARE - EMPLOYER	94-1568979	85,792.87	81,362.41	81,362.41	1.4500	0.00	1,179.77		1,179.77
FEDERAL SUB-TOTAL						10,961.41	1,179.77		12,141.18
FEDERAL UNEMPLOYMENT TAX	94-1568979	85,792.87	81,362.41	0.00	.6000	0.00	0.00		0.00
STATE INCOME TAX WITHHOLDING									
CA STATE	69813822	85,792.87	71,518.05	71,518.05		3,420.10	0.00		3,420.10
STATE W/H SUB-TOTAL						3,420.10	0.00		3,420.10
STATE UNEMPLOYMENT TAXES (EMPLOYER)									
CA SUTA	69813822	85,792.87	81,362.41	1,794.52	2.6000	0.00	46.66		46.66
SUTA SUB-TOTAL						0.00	46.66		46.66
COUNTY INCOME TAX WITHHOLDING									
COUNTY W/H SUB-TOTAL						0.00	0.00		0.00
CITY WITHHOLDING TAXES									
CITY W/H SUB-TOTAL						0.00	0.00		0.00
ALL OTHER TAXES									
Calif Training		85,792.87	81,362.41	1,794.52	.1000	0.00	1.79		1.79
OTHER W/H SUB-TOTAL						0.00	1.79		1.79
TOTAL TAX LIABILITY						14,381.51	1,228.22		15,609.73
=====									
PAYROLL LIABILITY TOTALS									
TOTAL NET DIRECT DEPOSITS						23	51,656.46		
TOTAL PARTIAL DIRECT DEPOSITS						3	2,200.00		
** YOUR ACCOUNT 0982504799	AT BANK 121000358	HAS BEEN DEBITED FOR					53,856.46	**	
TAX LIABILITY FROM ABOVE							15,609.73		
** YOUR ACCOUNT 0982504799	AT BANK 121000358	HAS BEEN DEBITED FOR					15,609.73	**	
TOTAL NET CHECKS						2	2,936.74		
TOTAL VENDOR ACH PAYMENTS						10	663.50		
** YOUR ACCOUNT 0982504799	AT BANK 121000358	HAS BEEN DEBITED FOR					663.50	**	
GRAND TOTAL PAYROLL CASH							73,066.43		



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Dana Ayers, AICP, Interim Community Development Director

DATE: June 15, 2021

SUBJECT: CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA) GROWTH MANAGEMENT PROGRAM BIENNIAL COMPLIANCE CHECKLIST FOR CALENDAR YEARS 2018 & 2019

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution approving the CCTA Measure J Growth Management Program (GMP) Biennial Compliance Checklist for Calendar Years (CY) 2018 & 2019, and authorize staff to file the Compliance Checklist with CCTA to satisfy the GMP eligibility requirements to receive the City's allocation of Fiscal Year (FY) 2019/20 and 2020/21 Local Street Maintenance and Improvement (LSM) funds.

BACKGROUND

In 2004, Contra Costa County voters approved the Measure J sales tax increase extension and GMP Expenditure Plan to extend funding for countywide transportation projects and programs for an additional 25 years beyond the initial 20-year span provided under the voter-approved Measure C (1998). The GMP under Measure J will continue to be in effect through 2034. Measure J changed the requirements for local compliance with the GMP. It dispensed with the previous standards for non-regional routes of significance and performance standards for public facilities and services, but it added a requirement for a voter-approved Urban Limit Line (ULL).

Countywide, Measure J provides \$2 billion in funds for capital transportation projects and programs. Capital projects may include the construction of major highway and arterial road projects, improvements to the BART system, enhancements to transit facilities, and pedestrian, bicycle, and trail facilities. Programs include a variety of transit and para-transit services, support for commute alternatives, and regional transportation planning and growth management. Of the annual revenues from the sales tax increase approved by the Measure, 18 percent is allocated as return to source for the LSM funds. These funds are paid out annually to participating jurisdictions, including the City of Clayton, provided CCTA has found the jurisdiction to be in compliance with the GMP. CCTA assesses local compliance through a Checklist that is distributed to the participating jurisdictions every two years.

Measure J's GMP requires each local jurisdiction to sustain a number of core actions to be eligible to receive LSM funds. The seven main components of the GMP include the following:

- Adopt a Growth Management Element;
- Adopt a Development Mitigation Program;
- Participate in an Ongoing Cooperative, Multi-Jurisdictional Planning Process;
- Address Housing Options;
- Develop a Five-Year Capital Improvement Program;
- Adopt a Transportation System Management Ordinance or Resolution; and
- Adopt an Urban Limit Line.

DISCUSSION

The City of Clayton is in compliance with the Measure J GMP Biennial Checklist for CY 2018 & 2019, as detailed in the attached compliance checklist. Many of the core action items, including adoption of a Growth Management Element and Development Mitigation Program, were completed in previous reporting cycles. For the current reporting period, no amendments to those prior actions occurred that would be reported in this cycle's checklist. This reporting cycle primarily requires updating and documentation of the City's changes in action steps and confirmation of ongoing compliance. Among those action steps for which this year's Checklist indicates ongoing compliance are continued implementation of the regional transportation mitigation program through the City's adopted Offsite Arterial Improvement Fee, participation in multi-jurisdictional planning through regular attendance at CCTA committee meetings, and annual adoption of a five-year capital improvement program for both years of the reporting period. During the reporting period, the City approved no General Plan amendments or development projects that would generate more than 100 net new daily vehicle trips.

FISCAL IMPACT

Approval of the Compliance Checklist by the Clayton City Council and subsequently CCTA will allow the City of Clayton to receive its fair share of Measure J sales tax revenue, (projected at \$220,000 for the current fiscal year in the City's currently-adopted budget) for LSM funds for the FY 2019/20 and 2020/21 allocation periods.

ATTACHMENT

1. Resolution Approving the CCTA Measure J Biennial GMP Checklist for CY 2018 & 2019
 - a. Exhibit A – City of Clayton Measure J GMP Biennial Checklist for CY 2018 & 2019 and associated attachments

RESOLUTION NO. ##-2021

**A RESOLUTION ADOPTING THE CITY OF CLAYTON'S MEASURE J
GROWTH MANAGEMENT PROGRAM BIENNIAL COMPLIANCE CHECKLIST
FOR CALENDAR YEARS 2018 & 2019 AND AUTHORIZING SUBMITTAL TO
THE CONTRA COSTA TRANSPORTATION AUTHORITY**

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

WHEREAS, on November 2, 2004, the voters of Contra Costa County approved Measure J, a Sales Tax Transportation Expenditure Plan, which commenced on April 1, 2009; and

WHEREAS, Measure J grants the Contra Costa Transportation Authority (CCTA) the ability to determine compliance with the Growth Management Program; and

WHEREAS, completion of a biennial checklist is required by the Contra Costa Transportation Authority (CCTA) to demonstrate compliance with the Measure J Growth Management Program to receive the City's share of Local Street Maintenance and Improvement (LSM) Funds generated by Measure J; and

WHEREAS, City staff has prepared the required biennial checklist for the reporting period of calendar years 2018 and 2019; and

WHEREAS, the City Council considered this biennial checklist at its regular public meeting held on June 15, 2021; and

WHEREAS, the City Council has reviewed the attached (Exhibit A) completed checklist and documentation incorporated herein by reference and considered any public comment and the associated City staff report regarding the biennial checklist.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLAYTON THAT:

SECTION 1. The City Council does hereby find and affirm the above noted Recitals are true and correct and are hereby incorporated in the body of this Resolution as if restated in full.

SECTION 2. The City Council of Clayton, California, does hereby adopt and authorize the submittal of the City's CCTA Measure J Growth Management Program (GMP) Biennial Compliance Checklist for Calendar Years (CYs) 2018 & 2019 for allocation of Fiscal Years (FYs) 2019/20 and 2020/21 Local Street Maintenance and Improvement (LSM) funds.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on June 15, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Carl Wolfe, Mayor

ATTEST:

Janet Calderon, City Clerk

Attachment:
Exhibit A – CCTA Measure J Biennial Checklist for Calendar Years 2018 & 2019 and Associated Attachments

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

Measure J Growth Management Program Compliance Checklist

1.	Action Plans	YES	NO	N/A
a.	Is the jurisdiction implementing the actions called for in the applicable Action Plan for all designated Routes of Regional Significance within the jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b.	Has the jurisdiction implemented the following procedures as outlined in the <i>Implementation Guide</i> and the applicable Action Plan for Routes of Regional Significance?			
i.	Circulation of environmental documents,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ii.	Analysis of the impacts of proposed General Plan amendments and recommendation of changes to Action Plans, and	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
iii.	Conditioning the approval of projects consistent with Action Plan policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c.	Has the jurisdiction followed the procedures for RTPC review of General Plan Amendments as called for in the <i>Implementation Guide</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Development Mitigation Program	YES	NO	
a.	Has the jurisdiction adopted and implemented a local development mitigation program to ensure that new development pays its fair share of the impact mitigation costs associated with that development?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b.	Has the jurisdiction adopted and implemented the regional transportation mitigation program, developed and adopted by the applicable Regional Transportation Planning Committee, including any regional traffic mitigation fees, assessments, or other mitigation as appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

3. Address Housing Options	YES	NO
<p>a. Has the jurisdiction prepared and submitted a report to the Authority demonstrating reasonable progress in providing housing opportunities for all income levels under its Housing Element? The report can demonstrate progress by</p> <p>(1) comparing the number of housing units approved, constructed or occupied within the jurisdiction over the preceding five years with the number of units needed on average each year to meet the housing objectives established in its Housing Element; or</p> <p>(2) illustrating how the jurisdiction has adequately planned to meet the existing and projected housing needs through the adoption of land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development; or</p> <p>(3) illustrating how its General Plan and zoning regulations facilitate improvement or development of sufficient housing to meet the Element's objectives.</p> <p><i>Note: A copy of the local jurisdiction's annual progress report (Tables A thru C) to the state Department of Housing and Community Development (HCD) is sufficient.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>b. Does the jurisdiction's General Plan—or other adopted policy document or report—consider the impacts that its land use and development policies have on the local, regional and countywide transportation system, including the level of transportation capacity that can reasonably be provided?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>c. Has the jurisdiction incorporated policies and standards into its development approval process that support transit, bicycle and pedestrian access in new developments?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

4. Traffic Impact Studies	YES	NO	N/A
a. Using the Authority's <i>Technical Procedures</i> , have traffic impact studies been conducted as part of development review for all projects estimated to generate more than 100 net new peak-hour vehicle trips? (Note: Lower traffic generation thresholds established through the RTPC's Action Plan may apply).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. If the answer to 4.a. above is "yes", did the local jurisdiction notify affected parties and circulate the traffic impact study during the environmental review process?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Participation in Cooperative, Multi-Jurisdictional Planning	YES	NO
a. During the reporting period, has the jurisdiction's Council/Board representative regularly participated in meetings of the appropriate Regional Transportation Planning Committee (RTPC), and have the jurisdiction's local representatives to the RTPC regularly reported on the activities of the Regional Committee to the jurisdiction's council or board? (Note: Each RTPC should have a policy that defines what constitutes regular attendance of Council/Board members at RTPC meetings.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Has the local jurisdiction worked with the RTPC to develop and implement the Action Plans, including identification of Routes of Regional Significance, establishing Multimodal Transportation Service Objectives (MTSOs) for those routes, and defining actions for achieving the MTSOs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Has the local jurisdiction applied the Authority's travel demand model and <i>Technical Procedures</i> to the analysis of General Plan Amendments (GPAs) and developments exceeding specified thresholds for their effect on the regional transportation system, including on Action Plan MTSOs? Agency Note: Not applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

	YES	NO	
d. As needed, has the jurisdiction made available, as input into the countywide transportation computer model, data on proposed improvements to the jurisdiction's transportation system, including roadways, pedestrian circulation, bikeways and trails, planned and improved development within the jurisdiction, and traffic patterns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Five-Year Capital Improvement Program	YES	NO	
Does the jurisdiction have an adopted five-year capital improvement program (CIP) that includes approved projects and an analysis of project costs as well as a financial plan for providing the improvements? (The transportation component of the plan must be forwarded to the Authority for incorporation into the Authority's database of transportation projects)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Transportation Systems Management Program	YES	NO	
Has the jurisdiction adopted a transportation systems management ordinance or resolution that incorporates required policies consistent with the updated model ordinance prepared by the Authority for use by local agencies or qualified for adoption of alternative mitigation measures because it has a small employment base?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Adoption of a voter-approved Urban Limit Line	YES	NO	N/A
a. Has the local jurisdiction adopted and continually complied with an applicable voter-approved Urban Limit Line as outlined in the Authority's annual ULL Policy Advisory Letter?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

- b. If the jurisdiction has modified its voter-approved ULL or approved a major subdivision or General Plan Amendment outside the ULL, has the jurisdiction made a finding of consistency with the Measure J provisions on ULLs and criteria in the ULL Policy Advisory Letter after holding a noticed public hearing and making the proposed finding publicly available? ☐ ☐ ☒

9. Adoption of the Measure J Growth Management Element

	YES	NO	N/A
Has the local jurisdiction adopted a final GME for its General Plan that substantially complies with the intent of the Authority's adopted Measure J Model GME?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Posting of Signs

	YES	NO	N/A
Has the jurisdiction posted signs meeting Authority specifications for all projects exceeding \$250,000 that are funded, in whole or in part, with Measure C or Measure J funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Maintenance of Effort (MoE)

	YES	NO
Has the jurisdiction met the MoE requirements of Measure J as stated in Section 6 of the Contra Costa Transportation Improvement and Growth Management Ordinance (as amended)? (See the Checklist Instructions for a listing of MoE requirements by local jurisdiction.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

12. Submittal of LSM Reporting and Audit Forms

	YES	NO
Has the local jurisdiction submitted a Local Street Maintenance and Improvement Reporting Form and Audit Reporting Form for eligible expenditures of 18 percent funds covering FY 2017-18 and FY 2018-19?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

13. Other Considerations

YES

NO

N/A

If the jurisdiction believes that the requirements of Measure J have been satisfied in a way not indicated on this checklist, has an explanation been attached below?

☐☐☒

Review and Approval of Checklist:

This Measure J GMP Compliance Checklist was prepared by:

Signature

Date

Dana Ayers, Interim Community Devt. Director
Name & Title (print)

(925) 673-7300

Phone

InterimCDD@ci.clayton.ca.us

Email

The Council/Board of Clayton has reviewed the completed Checklist and found that the policies and programs of the jurisdiction as reported herein conform to the requirements for compliance with the Contra Costa Transportation Improvement and Growth Management Program.

Certified Signature (Mayor or Chair)

Date

Name & Title (print)

Attest Signature (City/Town/County Clerk)

Date

Name (print)

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

Supplementary Information (Required)

1. Action Plans

- a. *Please summarize steps taken during the reporting period to implement the actions, programs, and measures called for in the applicable Action Plan for Routes of Regional Significance:*

The City of Clayton does not have a Route of Regional Significance within its jurisdictional boundaries. No General Plan amendments occurred within the reporting period, and no developments were entitled within the reporting period that were projected to generate more than 100 net new daily vehicle trips or that required preparation of environmental analysis pursuant to the requirements of the California Environmental Quality Act (CEQA).

Capital projects included in the City's Capital Improvement Plans (CIP) for Fiscal Years 2017/18, 2018/19 and 2019/20 included the annual Neighborhood Street Project, 2018 Pavement Rehabilitation Project (OBAG 2), El Portal Drive Restoration Project Collector Street Rehabilitation Project, and Pine Hollow Road upgrade. These projects include road pavement resurfacing and treatment and would implement Action Plan Goal 1 (Maintain existing transportation systems and infrastructure.) Consistent with Action Plan Goal 6 (Support the implementation of Complete Streets, including the improvement of bicycle and pedestrian facilities), the Downtown Pedestrian Improvement Project listed in FY 2019/20 CIP includes installation of two raised and lighted crosswalks at Oak and Center Streets and a table top lighted intersection at Marsh Creek Road and Main Street for improved pedestrian safety at these locations.

The City has elected, appointed and staff representatives attend regularly the meetings of the CCTA and TRANSPAC committees for the purposes of planning and facilitating the implementation of measures called for in the Central County Action Plan.

- b. *Attach, list and briefly describe any General Plan Amendments that were approved during the reporting period. Please specify which amendments affected ability to meet the standards in the Growth Management Element and/or affected ability to implement Action Plan policies or meet Multimodal Traffic Service Objectives (MTSOs). Indicate if amendments were forwarded*

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

to the jurisdiction's RTPC for review, and describe the results of that review relative to Action Plan implementation:

Not applicable. The City of Clayton did not adopt any amendments to its General Plan during the calendar year 2018-2019 reporting period.

Provide a summary list of projects approved during the reporting period and the conditions required for consistency with the Action Plan:

Not applicable. During the calendar year 2018-2019 reporting period, the City of Clayton did not approve any development projects for which anticipated trip generation would exceed 100 net new daily peak hour trips. On December 11, 2018, the Planning Commission approved a use permit for a 60-child day care facility; however, the project involved no new development and was not projected to exceed 100 net new daily peak hour vehicle trips.

2. Development Mitigation Program

a. *Describe progress on implementation of the regional transportation mitigation program:*

The City of Clayton participated in and approved the development and implementation of the regional mitigation program through TRANSPAC. The City established and implemented the local development mitigation program through the "Offsite Arterial Street Improvement" Development Impact Fee which is collected for all new residential and non-residential projects in accordance with the City's approved fee schedule. The Offsite Arterial Street Improvement fee was established by Clayton City Council Resolution No. 36-81 and 14-86, previously provided to CCTA. Fee revenues collected in FY 2017/18 were \$11,648; no impact fee revenues were collected in FY 2018/19.

Clayton's General Plan also includes a Growth Management Element, adopted May 17, 2011, as required by Measure J, and is on file with Authority. Its policies and implementation measures ensure new development pays the costs necessary to mitigate the impacts of development and ensures that Measure J funds will not be used to subsidize new development.

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

3. Address Housing Options

- a. *Please attach a report demonstrating reasonable progress in providing housing opportunities for all income levels. (Note: A copy of the local jurisdiction's annual report (Tables A thru C) to the state Department of Housing and Community Development (HCD) is sufficient).*

Copies of the Housing Element Annual Progress Reports submitted to HCD for calendar years 2018 and 2019 are attached with this submittal.

- c. *Please attach the jurisdiction's adopted policies and standards that ensure consideration of and support for walking, bicycling, and transit access during the review of proposed development.*

Copies of the City's adopted Complete Streets Policy, Zoning Ordinance regulations pertaining to bicycle parking requirements, and excerpts from the Clayton Engineering Design Standard Plans, are attached.

4. Traffic Impact Studies

Please list all traffic impact studies that have been conducted as part of the development review of any project that generated more than 100 net new peak hour vehicle trips. (Note: Lower traffic generation thresholds established through the RTPC's Action Plan may apply). Note whether the study was consistent with the Authority's Technical Procedures and whether notification and circulation was undertaken during the environmental review process.

Not applicable. During the calendar year 2018-2019 reporting period, the City of Clayton did not approve any development projects for which anticipated trip generation would exceed 100 net new daily peak hour trips. On December 11, 2018, the Planning Commission approved a use permit for a 60-child day care facility; however, the project involved no new development and was not projected to exceed 100 net new daily peak hour vehicle trips.

5. Participation in Cooperative, Multi-Jurisdictional Planning

No attachments necessary.

6. Five-Year Capital Improvement Program

Please attach the transportation component of the most recent CIP version, if the Authority does not already have it. Otherwise, list the resolution number and date of adoption of the most recent five-year CIP.

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

The most recent, five-year CIP for Fiscal Years 2020-2025 was adopted by the City Council on June 30, 2020. Excerpts describing the transportation-related projects in the CIP are attached.

7. Transportation Systems Management Program

Please attach a copy of the jurisdiction's TSM ordinance, or list the date of ordinance or resolution adoption and its number.

Clayton Municipal Code Chapter 10.60, Transportation Demand Management, is attached.

8. Adoption of a voter-approved Urban Limit Line

The local jurisdiction's adopted ULL is on file at the Authority offices. Please specify any actions that were taken during the reporting period with regard to changes or modifications to the voter-approved ULL, which should include a resolution making a finding of consistency with Measure J and a copy of the related public hearing notice.

The City of Clayton adopted no changes or modifications to the voter-approved ULL during the calendar years 2018 and 2019.

9. Adoption of the Measure J Growth Management Element

Please attach the adopted Final Measure J Growth Management Element to the local jurisdiction's General Plan, or list the date of ordinance or resolution adoption and its number.

Clayton General Plan Chapter XI, Growth Management Element (GME), was submitted with the previous years' checklist for CY 2016/17. The City has not adopted any amendments to the GME during this reporting period.

10. Posting of Signs

Provide a list of all projects exceeding \$250,000 within the jurisdiction, noting which ones are or were signed according to Authority specifications.

Clayton had two projects during the reporting period CY 2018/19 with budget in excess of \$250,000 in Measure J funds. Both projects included the resurfacing and treatment on various streets throughout the City, and both projects included the posting of signs in accordance with CCTA specifications:

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

- 2018 Neighborhood Street Project
- Collector Street Rehabilitation Project (OBAG I)

11. Maintenance of Effort (MoE)

Please indicate the jurisdiction's MoE requirement and MoE expenditures for the past two fiscal years (FY 2017-18 and FY 2018-19). See the Instructions to identify the MoE requirements.

The City of Clayton's Annual MoE requirement for the reporting period was \$172,329. The City's per year average MoE for the reporting period was \$372,662. Per year expenses are specified as follows:

City of Clayton MoE requirement: \$172,329

FY 2017/18 Non-Measure J LSM Expenditures: \$35,934

FY 2018/19 Non-Measure J LSM Expenditures: \$709,391

12. Submittal of LSM Reporting Form and Audit Reporting Form

Please attach LSM (Summary) Reporting and LSM Audit (Detail) Forms for FY 2017-18 and FY 2018-19.

LSM Reporting Forms and Audit Reporting Forms for FY 2017/18 and FY 2018/19 are attached.

13. Other Considerations

Please specify any alternative methods of achieving compliance for any components for the Measure J Growth Management Program

Not applicable.

Measure J GMP Compliance Checklist Attachments

Reporting Jurisdiction: **City of Clayton**

For Fiscal Years 2019-20 and 2020-21

Reporting Period: Calendar Years 2018 & 2019

Checklist of Attachments

- 1.a. – Attachment not necessary. Response provided in Checklist text.
- 1.b.ii. None/Not applicable.
- 1.b.iii. None/Not applicable.
- 1.c. None/Not applicable.
- 3.a. Clayton General Plan Housing Element, Annual Progress Reports, CY 2019 & 2020
- 3.c. Alternative Transportation, Adopted Regulations, Policies and Standards
- 4.a. None/Not applicable.
- 6. Capital Improvement Plan, FY 2020-2025, Transportation Projects
- 7. Clayton Municipal Code Chapter 10.60, Transportation Demand Management
- 8. None/Not applicable.
- 9. Not applicable (GME previously provided with prior Checklist submittals).
- 10. Attachment not necessary. Response provided in Checklist text.
- 11. Attachment not necessary. Response provided in Checklist text.
- 12. CCTA Measure J Local Streets & Roads Maintenance Reporting Forms and Audit Reporting Forms, FY 2017/18 and FY 2018/19

Attachment to Checklist

Item 3.a (1 of 2)

Clayton General Plan Housing Element Annual Progress Report CY 2019

Please Start Here

General Information	
Jurisdiction Name	Clayton
Reporting Calendar Year	2020
Contact Information	
First Name	Dana
Last Name	Ayers
Title	Interim Community Development Director
Email	dayers@trccompanies.com
Phone	9256737300
Mailing Address	
Street Address	6000 Heritage Trail
City	Clayton
Zipcode	94517

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 3_18_21

Jurisdiction	Clayton	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	51											51
	Non-Deed Restricted												
Low	Deed Restricted	25										5	20
	Non-Deed Restricted			1	1			3					
Moderate	Deed Restricted	31											31
	Non-Deed Restricted												
Above Moderate		34			8							8	26
Total RHNA		141											
Total Units				1	9			3				13	128

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Clayton	
Reporting Year		2020	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
<p align="center">Housing Programs Progress Report</p> <p>Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</p>			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Implementation Measure I.1.1	To ensure adequate available sites to meet the City's RHNA, the City will maintain an inventory of sites available and appropriate for residential development for households at all income levels	12/31/2023	The City continues to maintain adequate sites available and appropriate for residential development for households at all income levels.
Implementation Measure I.1.2	The City will amend the Multi-Family High Density (MHD) General Plan land use designation or otherwise amend the General Plan and/or Zoning Ordinance as needed to meet state requirements specific to sites rezoned to accommodate the City's lower-income RHNA from the 2007-2014 planning period, specifically to allow multi-family housing by-right on these sites at a minimum density of 20 units per acre.	1/31/2016	The City Council approved a General Plan amendment on July 19, 2016, changing the allowable density in Multi-Family High Density (MHD) from 15.1 to 20 units per acre to 20 units per acre. On August 16, 2016, the City Council passed and adopted an Ordinance requiring multifamily housing types to meet the minimum density limits as set forth in the General Plan. The above was the last action required by the City to meet state law (Gov Code Section 65583.2(h) and (i)).

Implementation Measure I.2.1	For residential projects of 10 or more units, developers will be required to develop an Affordable Housing Plan that requires a 10% minimum of the units to be built or created as affordable housing units.	12/31/2023	On August 16, 2016, the City Council passed and adopted an Inclusionary Housing Ordinance, which provided the details of the Affordable Housing Plan as identified in Implementation Measure I.2.1. This Ordinance requires that 10% of the units for ownership residential projects containing 10 or more units to be established as affordable housing units. On January 15, 2019, the City Council passed an Ordinance to apply the same inclusionary housing requirements to rental housing projects as allowed for by Assembly Bill 1505.
Implementation Measure I.3.1	The City Shall continue to promote the development of second dwelling units and will aim to approve two second dwelling units a year.	12/31/2023	The City continues to promote second dwelling units (accessory dwelling units) and provides informational handouts. The City issued zoning clearance for three accessory dwelling units in the 2020 calendar year.
Implementation Measure I.4.1	To encourage development of mixed-use projects in Town Center, the City has adopted the Specific Plan which details policy direction, standards, and guidelines that encourage mixed-use and second-story residential. The City will promote development opportunities in the Town Center. The City will facilitate the development of at least one-mixed use project within the planning period.	12/31/2023	The City continues to promote and encourage mixed-use development in the Town Center through the availability of the Specific Plan and discussions with potential developers. The Town Center Specific Plan is available at City offices as well as on the City's website. On October 20, 2020, the City initiated a study to evaluate land use options for development of the City-owned property on Oak Street and Clayton Road in the Specific Plan area.
Implementation Measure II.1.1	Work with housing providers to address special housing needs for seniors, large families, female-headed households, single-parent households with children, persons with disabilities and development disabilities, farmworkers, and homeless individuals and families. The City will aim to work with housing providers on at least one project serving a special needs group during the planning period.	12/31/2023	The City continues to discuss special needs populations with housing providers. On March 3, 2020, the City Council approved Planning entitlements for an 81-unit senior residential development with seven units to be reserved for rent to very-low income households.
Implementation Measure II.1.2	The City shall amend the Zoning Ordinance to specifically allow employee housing for six or fewer residents as a permitted use in residential zoning districts.	12/31/2015	On August 16, 2016, the City Council adopted an Ordinance specifically allowing employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.5.

Implementation Measure II.1.3	The City shall amend the Zoning Ordinance to allow transitional and supportive housing in the LC (Limited Commercial) zoning district as a residential use subject only to the requirements of other residential uses in this district in compliance with Senate Bill 2 (2007).	One to two years after HE adoption	On August 16, 2016, the City Council adopted an Ordinance allowing transitional and supportive housing in the LC zoning district subject only to the requirements of other residential uses in this district.
Implementation Measure II.2.1	The City shall authorize regulatory incentives and concessions for development projects that include extremely low-, very low- and low-income households and special needs groups including disabled and developmentally disabled persons. These incentives and concessions include flexibility in development standards, reduction or deferral of certain development fees, priority application processing, and density bonus. The City will aim to facilitate the development of at least one affordable or special needs project during the planning period.	12/31/2023	The City's Zoning Ordinance allows for flexibility in standards as well as a density bonus for affordable housing developments. The City will also continue to consider regulatory incentives and concessions such as a reduction or deferral in certain development fees and priority application processing. On March 3, 2020, the City Council approved Planning entitlements, including a density bonus with concessions and waivers, for an 81-unit senior residential development with seven units to be reserved for rent to very-low income households.
Implementation Measure II.2.2	The City shall monitor the impact of development fees and consider waiving or deferring fees for affordable housing projects, if and when funding is available.	12/31/2023	The City continues to monitor the impact of development fees and will consider waiving or deferring fees if there is funding available.

Implementation Measure III.1.1	The City shall continue to refer interested persons to the Contra Costa County's Mortgage Credit Certificate Program, the Mortgage Revenue Bond Program, and the Owner-Occupied Housing Rehabilitation Program. The City will continue to disseminate information regarding Contra Costa Housing Authority's Lower-Income Rental Assistance Program and Aftercare Certificates as information becomes available.	12/31/2023	The City continues to promote assistance for first-time homebuyers and lower-income renters by referring inquiries to County programs and by disseminating information as it becomes available.
Implementation Measure III.1.2	The City shall seek funding to develop and implement a down payment assistance program for first-time homebuyers by working with the County or by developing its own program that can be used with the Mortgage Credit Certificate Program, new inclusionary units or alone.	12/31/2015	The City explored funding courses such as CalHome and HOME and did not find any funding sources available for this use. The City will continue to seek funding in order to implement a down payment assistance program for first time homebuyers.
Implementation Measure III.1.3	The City shall review potential funding opportunities through the County HOME program and apply for funding for applicable projects when development opportunities arise.	12/31/2023	The City does not have any eligible projects.
Implementation Measure III.2.1	The City will continue to maintain and annually update the inventory of affordable housing projects and identify those that may be at risk of converting to market rate in the future.	12/31/2023	The City continues to maintain and annually update the inventory of affordable housing, which includes the timeframe of affordability expiration. Annual reports for the privately-owned affordable housing units are required to be submitted to the City.
Implementation Measure IV.1.1	The City shall review its Zoning Ordinance, policies, and practices to ensure compliance with fair housing laws.	12/31/2023	The City continually reviews its Zoning Ordinance, policies and practices to ensure compliance with fair housing laws. The City performs updates and amendments when necessary to ensure compliance.

Implementation Measure IV.2.1	The City will provide information on proposed affordable housing projects to the public through the City's public hearing process in the form of study sessions, public hearings, and public meetings.	12/31/2023	The City ensures the public is notified of any City hearings on development projects, including affordable housing projects. For any such hearings, notice would be placed on community boards within the City, published in the local newspaper of general circulation (East Bay Times), and mailed by first class mail to owners of property within a 300-foot radius of the proposed project site and other parties expressing interest in a project.
Implementation Measure IV.3.1	The City shall continue to distribute public information brochures on reasonable accommodations for disabled persons and enforcement programs of the California Fair Employment and Housing Council.	12/31/2023	The City currently distributes and will continue to distribute public information brochures on reasonable accommodation for disabled persons and enforcement programs.
Implementation Measure IV.3.2	The City will continue to implement its universal design ordinance and continue to distribute its brochure on universal design standards, resources for design, and compliance with City requirements.	12/31/2023	The City continues to implement its universal design ordinance as projects come forward and continues to distribute brochures on universal design.
Implementation Measure V.1.1	The City shall continue to provide energy conservation brochures at City Hall and the Clayton Community Library.	12/31/2023	The City provides and will continue to provide energy conservation brochures at City Hall and at the Clayton Community Library. The City has also dedicated a page on its website to Green Building, which includes energy conservation through building design.
Implementation Measure V.1.2	The City will review and consider possible amendments to the General Plan, Zoning Ordinance, and related policy and regulatory documents to improve energy conservation beyond CalGreen Tier 1 standards.	12/31/2017	The City supports and will continue to support energy conservation by encouraging Green Building in both new development and remodels. During a prior reporting period (2018), the City dedicated a page on its website to Green Building, which includes energy conservation through building design.
Implementation Measure V.1.3	The City will expore home energy and water efficiency improvement financing opportunities available through PACE programs, such as HERO or Figtree.	12/31/2023	The City has opted into three different PACE programs: HERO, Figtree and CaliforniaFirst.

[illegible]

Jurisdiction	Clayton	
Reporting Period	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Clayton	NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2020 (Jan. 1 - Dec. 31)		

[illegible]

Jurisdiction	Clayton	
Reporting Year	2020	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		3

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	21
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Clayton
Reporting Year	2020 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$ -	Total award amount is auto-populated based on amounts entered in rows 15-26.
--------------------	------	--

[illegible]

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		3

Building Permits issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		3

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		2

Attachment to Checklist

Item 3.a (2 of 2)

Clayton General Plan Housing
Element Annual Progress Report
CY 2020

Jurisdiction	Clayton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	51											51
	Non-Deed Restricted												
Low	Deed Restricted	25										2	23
	Non-Deed Restricted			1	1								
Moderate	Deed Restricted	31											31
	Non-Deed Restricted												
Above Moderate		34			8							8	26
Total RHNA		141											
Total Units				1	9							10	131

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Clayton	
Reporting Year		2019	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Implementation Measure I.1.1	To ensure adequate available sites to meet the City's RHNA, the City will maintain an inventory of sites available and appropriate for residential development for households at all income levels	31-Dec-23	The City continues to maintain adequate sites available and appropriate for residential development for households at all income levels.
Impelementation Measure I.1.2	The City will amend the Multi-Family High Density (MHD) General Plan land use designation or otherwise amend the General Plan and/or Zoning Ordinance as needed to meet state requirements specific to sites rezoned to accommodate the City's lower-income RHNA from the 2007-2014 planning period, specifically to allow multi-family housing by-right on these sites at a minimum density of 20 units per acre.	31-Jan-16	The City Council approved a General Plan amendment on July 19, 2016, changing the allowable density in Multi-Family High Density (MHD) from 15.1 to 20 units per acre to 20 units per acre. On August 16, 2016, the City Council passed and adopted an Ordinance requiring multifamily housing types to meet the minimum density limits as set forth in the General Plan. The above was the last action required by the City to meet state law (Gov Code Section 65583.2(h) and (i)).
Implementation Measure I.2.1	For residential projects of 10 or more units, developers will be required to develop an Affordable Housing Plan that requires a 10% minimum of the units to be built or create as affordable housing units.	31-Dec-23	On August 16, 2016, the City Council passed and adopted an Inclusionary Housing Ordinance, which provided the details of the Affordable Housing Plan as identified in Implementation Measure I.2.1. This Ordinance requires that 10% of the units for ownership residential projects containing 10 or more units to be established as affordable housing units. On January 15, 2019, the City Council passed an Ordinance to apply the same inclusionary housing requirements to rental housing projects as allowed for by Assembly Bill 1505.
Implementation Measure I.3.1	The City Shall continue to promote the development of second dwelling units and witll aim to approve two second dwelling units a year.	31-Dec-23	The City continues to promote second dwelling units (accessory dwelling units) and provides informational handouts.

Implementation Measure I.4.1	To encourage development of mixed-use projects in Town Center, the City has adopted the Specific Plan which details policy direction, standards, and guidelines that encourage mixed-use and second-story residential. The City will promote development opportunities in the Town Center. The City will facilitate the development of at least one-mixed use project within the planning period.	31-Dec-23	The City continues to promote and encourage mixed-use development in the Town Center through the availability of the Specific Plan and discussions with potential developers. The Town Center Specific Plan is available at City offices as well as on the City's website.
Implementation Measure II.1.1	Work with housing providers to address special housing needs for seniors, large families, female-headed households, single-parent households with children, persons with disabilities and development disabilities, farmworkers, and homeless individuals and families. The City will aim to work with housing providers on at least one project serving a special needs group during the planning period.	31-Dec-23	The City continues to discuss special needs populations with housing providers.
Implementation Measure II.1.2	The City shall amend the Zoning Ordinance to specifically allow employee housing for six or fewer residents as a permitted use in residential zoning districts.	31-Dec-15	On August 16, 2016, the City Council adopted an Ordinance specifically allowing employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.5.
Implementation Measure II.1.3	The City shall amend the Zoning Ordinance to allow transitional and supportive housing in the LC (Limited Commercial) zoning district as a residential use subject only to the requirements of other residential uses in this district in compliance with Senate Bill 2 (2007).	One to two years after HE adoption	On August 16, 2016, the City Council adopted an Ordinance allowing transitional and supportive housing in the LC zoning district subject only to the requirements of other residential uses in this district.
Implementation Measure II.2.1	The City shall authorize regulatory incentives and concessions for development projects that include extremely low-, very low- and low-income households and special needs groups including disabled and developmentally disabled persons. These incentives and concessions include flexibility in development standards, reduction or deferral of certain development fees, priority application processing, and density bonus. The City will aim to facilitate the development of at least one affordable or special needs project during the planning period.	31-Dec-23	The City's Zoning Ordinance allows for flexibility in standards as well as a density bonus for affordable housing developments. The City will also continue to consider regulatory incentives and concessions such as a reduction or deferral in certain development fees and priority application processing. An affordable or special needs project was under review but was not entitled or built during this reporting year (2019).

Implementation Measure II.2.2	The City shall monitor the impact of development fees and consider waiving or deferring fees for affordable housing projects, if and when funding is available.	31-Dec-23	The City continues to monitor the impact of development fees and will consider waiving or deferring fees if there is funding available.
Implementation Measure III.1.1	The City shall continue to refer interested persons to the Contra Costa County's Mortgage Credit Certificate Program, the Mortgage Revenue Bond Program, and the Owner-Occupied Housing Rehabilitation Program. The City will continue to disseminate information regarding Contra Costa Housing Authority's Lower-Income Rental Assistance Program and Aftercare Certificates as information becomes available.	31-Dec-23	The City continues to promote assistance for first-time homebuyers and lower-income renters by referring inquiries to County programs and by disseminating information as it becomes available.
Implementation Measure III.1.2	The City shall seek funding to develop and implement a down payment assistance program for first-time homebuyers by working with the County or by developing its own program that can be used with the Mortgage Credit Certificate Program, new inclusionary units or alone.	31-Dec-15	The City explored funding sources such as CalHome and HOME and did not find any funding sources available for this use. The City will continue to seek funding in order to implement a down payment assistance program for first time homebuyers.
Implementation Measure III.1.3	The City shall review potential funding opportunities through the County HOME program and apply for funding for applicable projects when development opportunities arise.	31-Dec-23	The City does not have any eligible projects.
Implementation Measure III.2.1	The City will continue to maintain and annually update the inventory of affordable housing projects and identify those that may be at risk of converting to market rate in the future.	31-Dec-23	The City continues to maintain and annually update the inventory of affordable housing, which includes the timeframe of affordability expiration. Annual reports from the privately-owned affordable housing units are required to be submitted to the City.
Implementation Measure IV.1.1	The City shall review its Zoning Ordinance, policies, and practices to ensure compliance with fair housing laws.	31-Dec-23	The City continually reviews its Zoning Ordinance, policies and practices to ensure compliance with fair housing laws. The City performs updates and amendments when necessary to ensure compliance.
Implementation Measure IV.2.1	The City will provide information on proposed affordable housing projects to the public through the City's public hearing process in the form of study sessions, public hearings, and public meetings.	31-Dec-23	The City ensures the public is notified of any City hearings on development projects, including affordable housing projects. For any such hearings, notice would be placed on community boards within the City, published in the local newspaper of general circulation (East Bay Times), and mailed by first class mail to owners of property within a 300-foot radius of the proposed project site.
Implementation Measure IV.3.1	The City shall continue to distribute public information brochures on reasonable accommodations for disabled persons and enforcement programs of the California Fair Employment and Housing Council.	31-Dec-23	The City currently distributes and will continue to distribute public information brochures on reasonable accommodation for disabled persons and enforcement programs.

[illegible]

Jurisdiction	Clayton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		0
Total Units		0

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Attachment to Checklist

Item 3.b

Alternative Transportation
Adopted Regulations, Policies &
Standards

RESOLUTION NO. 02-2013

**A RESOLUTION ADOPTING A COMPLETE STREETS POLICY
(CDD 01-13)**

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

WHEREAS, the term "Complete Street" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including, but not limited to, pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families;

WHEREAS, the City of Clayton acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

WHEREAS, the City of Clayton recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings, public health, and environmental sustainability;

WHEREAS, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that, when cities or counties revise general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it "views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system";

WHEREAS, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking;

WHEREAS, numerous California counties, cities, and agencies have adopted Complete Streets policies and legislation in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities;

WHEREAS, the City of Clayton, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that Clayton streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards;

WHEREAS, this Complete Streets policy, as a programmatic-level action, is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines;

WHEREAS, at a duly noticed public hearing on January 15, 2013, the City Council considered the staff report and related background documents and materials as well as the testimony of all persons speaking or providing information on this matter.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Clayton does hereby make the following determinations:

- SECTION 1. The above citations are true and correct.
- SECTION 2. That the City of Clayton adopts the Complete Streets Policy attached hereto as Exhibit A, and made part of this resolution, and that said exhibit is hereby approved and adopted.
- SECTION 3. The next substantial revision of the City of Clayton General Plan Circulation Element shall incorporate Complete Streets policies and principles consistent with the California Complete Streets Act of 2008 (AB 1358) and with the Complete Streets Policy adopted by this resolution.

PASSED, APPROVED and ADOPTED by the City Council of Clayton, California at a regular meeting thereof held on 15th day of January, 2013 by the following vote:

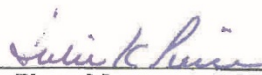
AYES: Mayor Pierce, Vice Mayor Stratford, Councilmembers Diaz, Geller, and Shuey.

NOES: None.

ABSENT: None.

ABSTAIN: None.

THE CITY COUNCIL OF CLAYTON, CA


Julie Pierce, Mayor

ATTEST:


Laci J. Jackson, City Clerk

Exhibit A: Complete Streets Policy

CDD201301-03.cc.resolution

Exhibit A

This Complete Streets Policy was adopted by Resolution No. 02-2013 by the City Council of the City of Clayton on January 15, 2013.

COMPLETE STREETS POLICY OF THE CITY OF CLAYTON

A. Complete Streets Principles

1. **Complete Streets Serving All Users.** The City of Clayton expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including, but not limited to, pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families.
2. **Context Sensitivity.** In planning and implementing street projects, departments and agencies of the City of Clayton shall maintain sensitivity to local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements that will be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and other features assisting in the provision of safe travel for all users, such as traffic calming circles, transit blue outs, and road diets.
3. **Complete Streets Routinely Addressed by All Departments.** All relevant departments and agencies of the City of Clayton shall work towards making Complete Streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation. The following projects provide opportunities: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping/related features.
4. **All Projects and Phases.** Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any construction, reconstruction, retrofit, maintenance, operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in Section C.1 of this policy.

B. Implementation

1. **Plan Consultation and Consistency.** Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation.
2. **Street Network Connectivity.** As feasible, the City of Clayton shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.
3. **Evaluation.** All relevant agencies or departments shall perform evaluation of how well the streets and transportation network of the City of Clayton are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

C. Exemptions

1. **Leadership Approval for Exemptions.** Projects that seek Complete Streets exemptions must provide written finding of why accommodations for all modes that were not included in the project and signed off by the City Engineer or equivalent high level staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel.

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm

17.37.040 - Bicycle Parking.

Bicycle parking spaces shall be provided as required by this section. Bicycle parking shall be in addition to the automobile parking spaces.

A. Number of Spaces Required.

1. Commercial and Public/Quasi-Public Use Classifications: One plus ten percent (10%) of the requirement for automobile parking spaces, or as required by the Planning Commission.
2. The bicycle parking requirements may be reduced or waived by the approving body pursuant to the approval of a site plan review permit or development plan permit upon the finding that:
 - a. The configuration of the parking lot, and/or the location of the building preclude a feasible location for bicycle parking; or
 - b. That the pedestrian circulation would be significantly disrupted by the addition of required bicycle parking; or
 - c. The provision of bicycle parking spaces can be provided collectively in an off-site location that is within close proximity, not to exceed a walking distance of two hundred (200) feet. A written agreement exists between the property owner(s) conforming with the requirements of subsection 17.37.020.F.

- ### B. Bicycle Parking Design Requirements.
- For each bicycle parking space required, a stationary object shall be provided to which a user can secure both wheels and the frame of a bicycle with a six-foot cable and lock. The stationary object may be either a freestanding bicycle rack or a wall-mounted bracket. Bicycle parking shall be provided in a manner which does not interfere with pedestrian or vehicular circulation, yet is located in such a manner which encourages the use of bicycles by being convenient to the entry to the building or facility. Such parking may be located on the public right-of-way subject to issuance of an encroachment permit.

- 4c Provide greenbelt connections creating node linkages between trails.
- 4d Identify acceptable traffic service levels at key interchanges as a base for development analysis.

Objective 5

To provide mitigation for noise on arterials and truck routes with support for use of sound attenuation measures.

Policies

- 5a Permit sound walls on Mitchell Canyon Road subject to City approval for safety.
- 5b Review sound attenuation measures for development along Clayton Road, Concord Boulevard and Marsh Creek Road.
- 5c Require sound attenuation as part of Clayton Road expansion when warranted.

Objective 6

To provide alternative routes of circulation through the Town Center

Policies

- 6a Review route alternatives.
- 6b Seek separation of local and through traffic.
- 6c Prepare cost and benefit analyses of alternative routes.

Objective 7

To enhance the City's system of pedestrian, equestrian and bicycling paths and trails.

Policies

- 7a Determine areas where greenbelt paths may need to be designed to separate equestrian, bicycle and pedestrian use.
- 7b Identify pedestrian routes to school from different neighborhoods to make sure a safe route exists.
- 7c Provide information concerning the greenbelt system and safe route system in the form of maps and street signs.
- 7d Coordinate trails with other jurisdictions such as EBRPD, the State Department of Parks and Recreation, Contra Costa County and Concord.

Objective 8

To cooperate with Concord and Contra Costa County in design of the Regional Traffic System.

Policies

- 8a Support the request of Concord to split Clayton traffic between Concord Boulevard and Clayton Road to the extent feasible upon completion of Concord Boulevard.
- 8b Communicate with Contra Costa County regarding any action that will affect traffic on Marsh Creek Road in Clayton.

Objective 9

Establish a priority system to upgrade existing City streets to a City standard.

Policies

- 9a Require developers to construct all streets within a development and to contribute an equitable share of the improvements of other streets serving the development.
- 9b Seek State and County support for development and improvement of through-traffic arterials.
- 9c Provide systematic upgrade of streets and roads to applicable standards.

Objective 10

To support the establishment and expansion of public transit and carpools.

Policies

- 10a Participate in County-wide and area carpool/van pool programs.
- 10b Assist in location of permanent and temporary park and ride locations.
- 10c Provide free City application processing for park and ride lots on vacant parcels.

Implementation Measures

- 1. Prepare cost and benefit analysis of Town Center route alternatives.
- 2. Prepare a safe route to school map which is integrated into the circulation plan.
- 3. Establish a sign program for the greenbelt trail system.
- 4. Provide an analysis of roads in Clayton and establish a continuing infrastructure improvement program.
- 5. Identify potential park and ride lots
- 6. Determine roadway construction standards.
- 7. Develop street standards for grade and section.
- 8. Encourage development of bus pullouts, shelters and benches.
- 9. Review off-site circulation needs and fee structure to adequately mitigate the effect of new developments.
- 10. Support discussions with Concord regarding off-site mitigation, fees and standards in Concord.

- f. South of the Marsh Creek Road extension, Concord Boulevard should be a two-lane road. Reserve sufficient right-of-way for a four-lane road in case additional lanes are required in the future.
- g. Make the Marsh Creek Road extension south of Main Street four lanes and provide turning lanes at each intersection in order to provide adequate traffic flow.
- h. Place traffic signal hardware at the Marsh Creek Road-Concord Boulevard intersection. A signal will probably be necessary when Keller Ranch is fully developed.
- i. Increase the curvature of residential roads to produce a more serpentine alignment with curve design speeds not over 25 miles per hour. This would promote lower speeds and preserve the residential character of the streets.
- j. Design all roads to have grades of 15% or less. Exceptions to this standard in hillside areas should be evaluated on an individual basis and should be for the shortest length possible.
- k. Black Diamond Way should be included on the Preliminary Development Plan as a hiking, riding and bicycling trail. This roadway would need to be removed from the Contra Costa County Major Roads Plan in order to be in conformance with the adopted County General Plan amendment for the Keller Ranch area.
- l. Implementation of all mitigation measures listed in this section would be necessary at buildout of Keller Ranch. However, many would be needed during the course of development, depending on project phasing. The City should require the developer to submit a proposed phasing schedule for improvements that is consistent with the phasing schedule for project development.
- m. The northern Contra Costa County area, including the cities of Concord, Walnut Creek, Martinez, Pittsburg, Antioch and Clayton is in need of an area-wide traffic, transportation and land use study. All of these cities are growing, and the traffic impacts from one city are usually felt by the others. Improvements that may be in the best interest of one city may not facilitate the best overall area traffic system. Many of the transportation related issues that will affect some or all of the cities are beyond the capacity of a single – project EIR to answer. It is therefore recommended that an area-wide study be conducted to coordinate future traffic plans among all responsible government bodies. The following issues should be looked at in the study:
 - Alternative transportation corridors to Ygnacio Valley Road. It will be impossible to keep mitigating traffic problems along this one roadway.
 - Development of new employment centers east of Concord to shift present area-wide travel patterns. This may be the only method to reduce or maintain existing peak hour, peak direction traffic flows on the local roads.

Collector streets such as Washington Boulevard, Mitchell Canyon Road and El Molino Drive provide a direct connection between arterials and local streets and also provide access to activity centers such as schools, parks, and shopping centers. Specific provisions may be required for non-motorized vehicles.

Local streets such as Tiffin Drive, Lydia Lane and Weatherly Drive are typically two-lane streets which provide direct access to individual residential lots. These types of streets are not shown on the circulation plan. Local streets may be through or may dead end. Streets that will eventually go through should be posted with signs to prevent confusion.

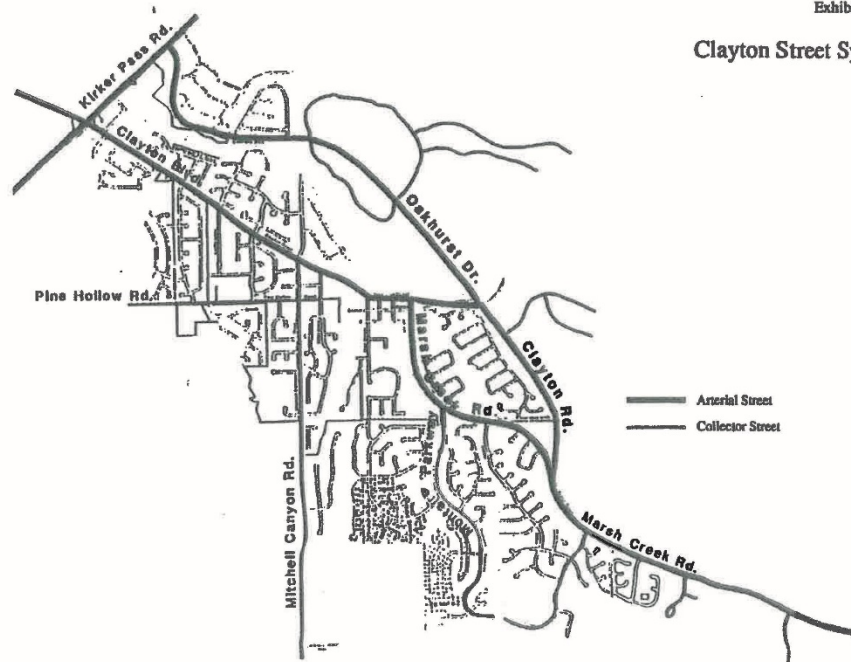
Private streets such as Clark Creek Circle, have been developed as part of a private residential development. The streets are not built to City standard and must be maintained by the homeowners.

Cul-de-sacs such as Marquette court, Nottingham Place and Malibu Court are not intended to go through; however, they must provide adequate turn-around.

Greenbelts found along Mt. Diablo, Peacock, Donner and Mitchell Creeks provide circulation through the community for pedestrians, horseback riders and bicycle riders.

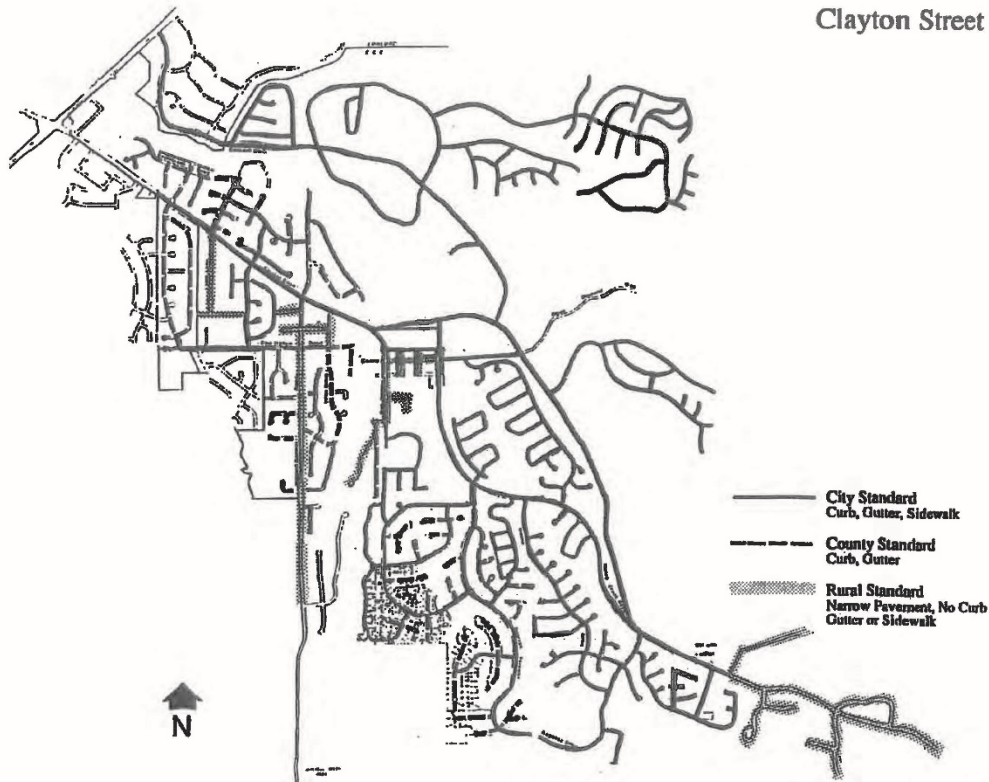
Exhibit 111-6a

Clayton Street System



(Revised 6/28/95) Page III-18A

Clayton Street Standards



ALTERNATIVE TRANSPORTATION MEANS

Transit

The City of Clayton is serviced by the Central Contra Costa Transit Authority (CCCTA). The current bus route is indicated in Exhibit III - 8. Bus stop and shelter locations are also indicated.

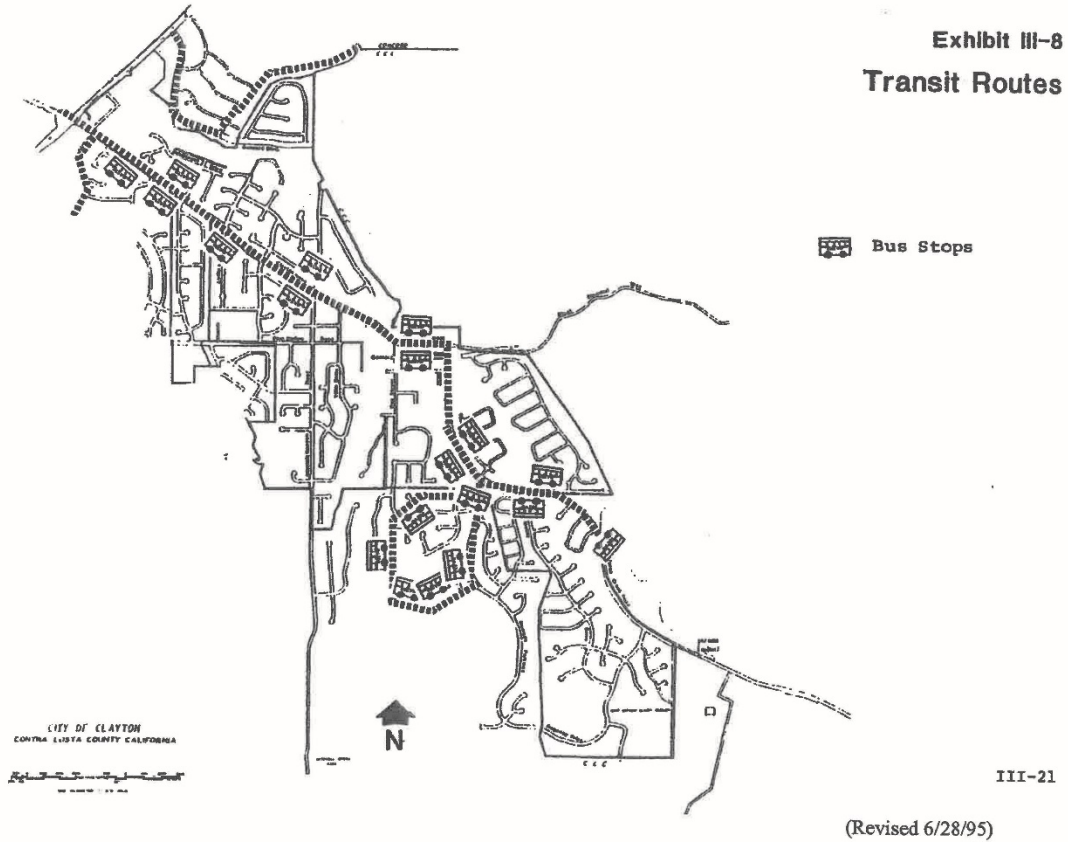
A recommendation for the service improvement in the future would be a Bart shuttle from various points of Clayton at peak hour as demand warranted.

Park and Ride Lots

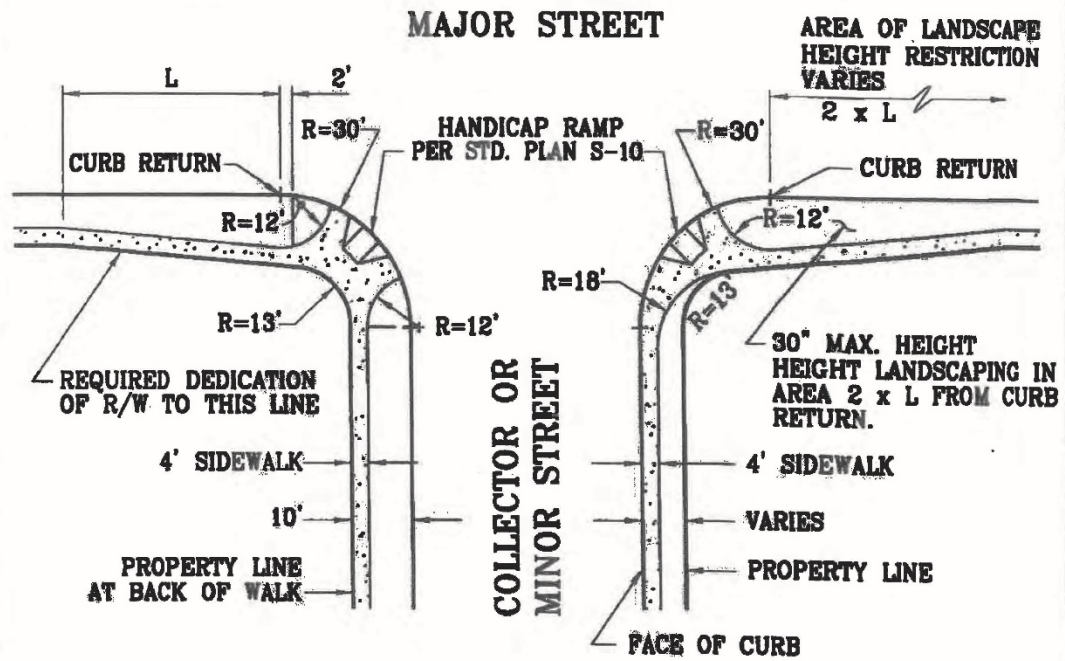
There are no park and ride lots in Clayton at present. However, it will be worthwhile to contact churches and other institutions and facilities with large minimally used parking lots for park and ride locations.

Van Pools and Car Pools

There are van pools and car pools currently operating in Clayton. It will be beneficial to assist in providing coordination of carpool formation and matching for local residents.



FRI, SEP 05, 2008 12:12 P BJB S-7 2:\CLAYTON STANDARDS\DWG\2008 UPDATES\1\S-07 SITE DISTANCE MAJOR STREETS.DWG



INTERSECTIONS TO STREETS WITH REAR OR SIDE LOT "BACK-UP" FENCING

DESIGN SPEED MAJOR STREET	LENGTH OF L
30 MPH	75'
35 MPH	85'
40 MPH	100'
45 MPH	120'
55 MPH	150'



**SIDEWALK AND GEOMETRICS AT
MAJOR STREET INTERSECTIONS**

DATE: AUGUST, 2008

SCALE: NONE

APPROVED:

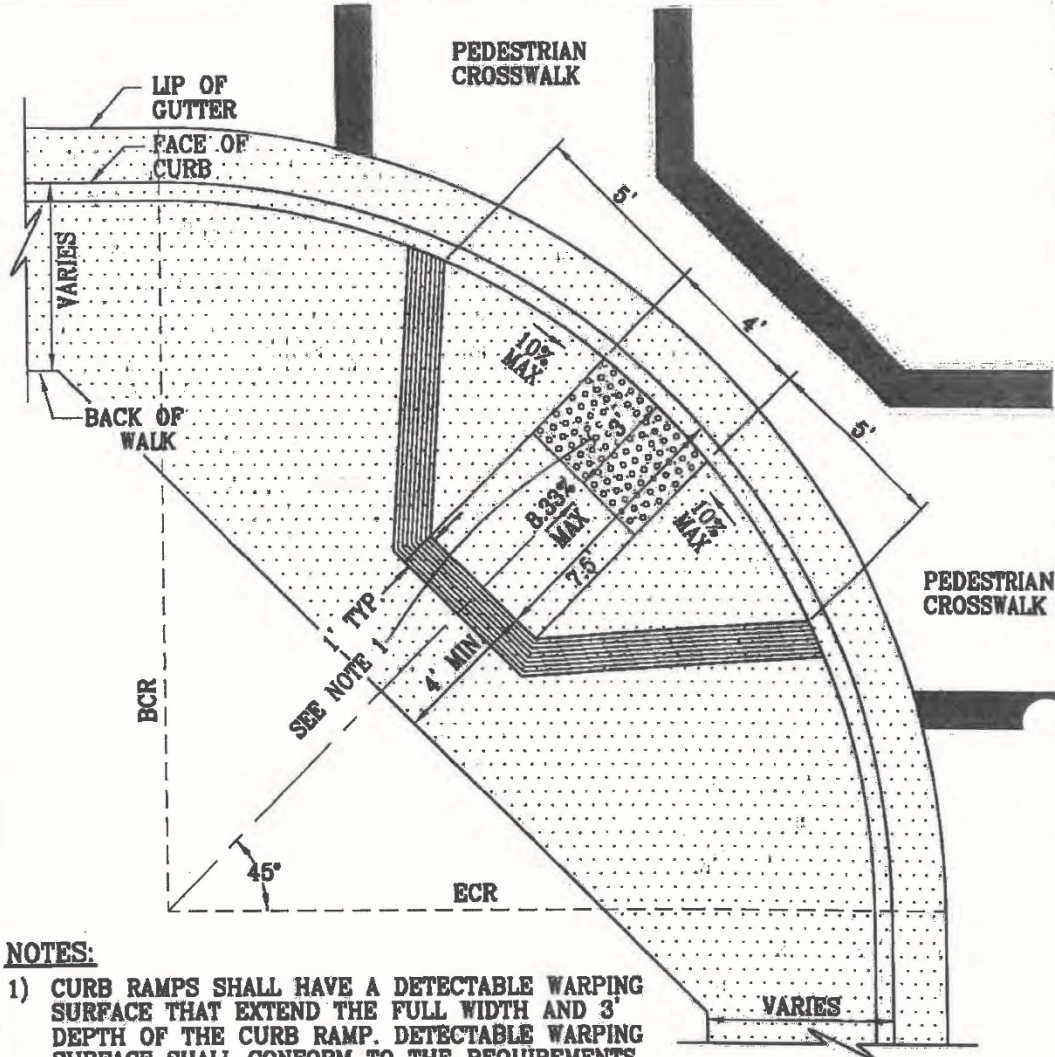
[Signature]

CITY ENGINEER

SHEET
1 OF 1

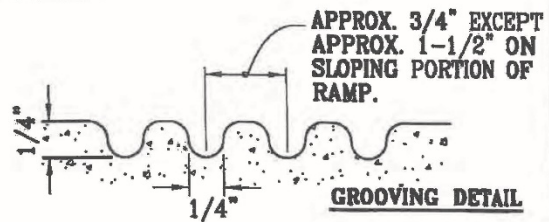
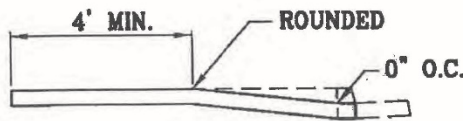
PAGE
S-7

Z:\CLAYTON STANDARDS\DWG\2008 UPDATES\S\S-10 PEDESTRIAN RAMP.DWG
 TUE, SEP 09, 2008 07:53 A BJB S-10



NOTES:

- 1) CURB RAMPS SHALL HAVE A DETECTABLE WARPING SURFACE THAT EXTEND THE FULL WIDTH AND 3' DEPTH OF THE CURB RAMP. DETECTABLE WARPING SURFACE SHALL CONFORM TO THE REQUIREMENTS OF THE ADA.



PEDESTRIAN RAMP

DATE: AUGUST, 2008

SCALE: NONE

APPROVED: *[Signature]*

CITY ENGINEER

SHEET
1 OF 1

PAGE
S-10

Attachment to Checklist

Item 6

Capital Improvement Plan,
FY 2020-2025,
Transportation Projects

2020/21 – 2024/25



5- Year Capital Improvement Program

Presented to the City Council on
June 23, 2020

City Council

Julie K. Pierce, Mayor

Jeff Wan, Vice Mayor

Tuija Catalano

Jim Diaz

Carl "CW" Wolf

Staff

Laura Hoffmeister, Acting City Manager

Scott Alman, City Engineer

Paul Rodrigues, Finance Director, CPA

Janet Calderon, City Clerk, HR Manager

Matthew Feske, Community Development Director

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2018/19 TO 2022/23

*Completed - no project sheet included

**Deleted

Master Index of Projects by Number

Project Number	Project Category	Project	Project Number	Project Category	Project
10330	Streets	Overlays*	10391	Streets	Pavement Rehab 2006*
10331	Streets	Slurry Seals (Deleted)*	10392	Sewers	Oak - High Street*
10332	Streets	High Street Bridge*	10393	Parks	Skateboard Park
10333	Streets	Marsh Creek Road - TEA-21*	10394	Streets	Handicap Ramps - RDA Area*
10334	Parks	Community Dog Park*	10394A	Streets	ADA Compliance Program
10335	Parks	El Molino Park*	10395	Streets	Catch Basin Modifications
10336	Parks	Lydia Lane Park Ph. H*	10396	Streets	East Marsh Creek Road Signal
10337	Facilities	Keller House Preservation*	10397	Streets	Utility Undergrounding
10337A	Facilities	Keller House Rehabilitation	10398	Streets	Clayton Rd. MCR Slurry Seal*
10338	Facilities	Endeavor Hall	10399	Sewers	Pine Hollow Area*
10339	Facilities	Youth Center/Gym*	10400	Other	Downtown Economic Development
10340	Landscape	Marsh Creek Road LS*	10400A	Other	Town Center Property Purchase*
10341	Streets	Center Street Crossing*	10401	Streets	Pedestrian Xing Signals**
10342	GHAD	Windmill Debris Basin*	10402	Streets	Clayton Road Trail Connection*
10343	GHAD	Crow Debris Basin	10403	Streets	Downtown Entry Signs*
10344	GHAD	Obsidian Landslide*	10404	Streets	Marsh Creek Rd. Retaining Wall*
10345	GHAD	Clayton Rd. Landslides*	10405	Streets	2007 Pavement Patching Project**
10346	GHAD	Black Diamond Landslide**	10406	Streets	2008 Pavement Rehab Project*
10347	GHAD	V-ditch Repairs*	10407	Parks	Community Park Upgrades*
10347A	GHAD	Eagle Peak Slope Repair	10408	Streets	2009 Pavement Rehab Project**
10348	GHAD	Keller Ridge Slope Repair	10409	Streets	2010 Pavement Rehab Project*
10349	GHAD	Community Park Slide Repair	10410	Streets	2011 Neighborhood Street Project**
10350	Facilities	Downtown Elec. Conn.*	10411	Streets	2012 Neighborhood Street Project*
10351	Facilities	Fire Station*	10412	Streets	2009 Arterial Overlay Project*
10352	Landscape	Library Landscaping*	10413	Parks	Community Park Parking Lot Expan.*
10353	Streets	Downtown Revitalization*	10414	Streets	East March Creek Rd. Upgrade**
10354	Streets	Four Oaks Area*	10415	Parks	Well Renovation*
10355	Streets	Oak Street Bridge*	10416	Streets	Marsh Creek Rd. (old) Overlay*
10356	Landscape	Westwood Open Space*	10417	Streets	2013 Neighborhood Street Project*
10357	Facilities	Old City Hall Renovation*	10418	Streets	2014 Neighborhood Street Project*
10358	Facilities	Grove Property Acquisition*	10419	Parks	Community Park Lighting, etc.
10359	Facilities	Endeavor Hall Parking I*	10420	Parks	School Bridge Area Improvements
10360	Facilities	Endeavor Hall Parking II*	10421	Creeks	Cardinet Trail Restoration*
10361	Facilities	Stanley Property**	10422	Sewers	El Molino Drive Sanitary Sewer Impr.*
10362	Facilities	Stanley Property Parking*	10423	Facilities	Library Upgrades
10363	Facilities	Corp. Yard Expansion*	10424	Streets	2015 Neighborhood Street Project*
10364	Streets	Downtown Signage**	10425	Streets	Keller Ridge Dr. Collector Street Rehab.*
10365	Facilities	Library Parking Expansion*	10426	Facilities	City Hall Parking Area Rehabilitation*
10366	Facilities	Police Parking Expansion*	10427	Facilities	Library Parking Lot Rehabilitation*
10367	Parks	Downtown Park*	10428	Facilities	Lydia Lane Park Parking Rehabilitation*
10368	Parks	City Hall Park*	10429	Facilities	2012 Trail Repaving Project*
10369	Streets	March Creek Road Narrowing**	10430	Landscape	Clayton Road Median Landscaping*
10370	Creeks	Creek Revitalization	10431	Landscape	Daffodil Hill Landscaping*
10371	Streets	Survey Monuments*	10432	Streets	2016 Neighborhood Street Project*
10372	Streets	Traffic Signal Modifications*	10433	Streets	DVMS Safety Signing*
10373	Streets	Peacock Creek Dr. Signal*	10434	Parks	CCCP Scoreboard Replacement*
10374	Parks	North Valley Park*	10435	Facilities	Library HVAC Replacement*
10375	Parks	Samuel Ct. Park	10436	Streets	2018 Neighborhood Street Project*
10376	Facilities	Equestrian Staging Area*	10437	Streets	2016 Arterial Rehabilitation Project*
10377	Streets	DVMS - Right Turn Lane*	10438	Streets	Arterial Streetlight LED Project*
10378	Streets	Keller Ridge Drive Planters*	10439	Streets	El Portal Drive Restoration Project*
10379	Streets	Pine Hollow Road - Upgrade	10440	Parks	CCP - Field #1 Rehab
10380	Parks	Community Park - Rt. Turn Lane**	10441	Streets	OBAG 2 - 2018 Pavement Rehab**
10381	Parks	Bocce Ball Courts**	10442	Parks	North Valley Park Playground Rehab
10382	GHAD	Inclinometers*	10443	Facilities	ADA Accessibility - City Hall*
10383	GHAD	Keller Ridge Drive Subdrain*	10444	Facilities	City Hall HVAC Replacement*
10384	Streets	Mitchell Canyon Rd. Overlay*	10445	Facilities	1005 & 1007 Oak St Building Demolition*
10385	Parks	Community Park Tot Lot*	10446	Other	Oak/Grassland Savanna Management
10386	GHAD	Wells (cancelled)*	10447	Facilities	Emergency Auxiliary Power
10387	Streets	Pavement Rehab 2002/03*	10448	Streets	School Intersection Improvement
10388	Streets	Pavement Rehab 2003/04*	10449	Streets	2020 Neighborhood Streets Repave
10389	Streets	Pavement Rehab 2004*	10450	Streets	Downtown Pedestrian Improvement
10390	Streets	Pavement Rehab 2005*	10451	Other	Green Infrastructure*

2020/21-2024/25 Capital Improvement Program

Category	Project Number	Project
Streets	10379	Pine Hollow Rd. - Upgrade

DESCRIPTION - LOCATION

Improve Pine Hollow Rd. as complete Street including pedestrian and bicycle Facilities and green streets drainage.

COMMENTS

Grant funds are at risk of reduction due to current financial circumstances of CCTA due to reduced tax revenue caused by Covid-19 pandemic.

Clayton and Concord awarded Caltrans grant to perform cooperative complete street study for entire length of Pine Hollow Road through both cities.



Estimated Cost	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Planning/ Design	\$28,500	\$100,000	\$100,000					\$228,500
Construction/ Execution				\$853,319				\$853,319
Monitoring/ Inspections				\$45,000				\$45,000
Close-out/ Punch List				\$15,000				\$15,000
Other								
TOTAL	\$28,500	\$100,000	\$100,000	\$913,319				\$1,141,819

Funding (Sources)	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Measure J Grant	\$28,500	\$50,000	\$100,000	\$196,500				\$375,000
Caltrans Grant		\$50,000						\$50,000
OBAG II (Federal)				\$308,000				\$308,000
HUTA Gas Tax				\$200,000				\$200,000
RMRA Gas Tax				\$208,819				\$208,819
TOTAL	\$28,500	\$100,000	\$100,000	\$913,319				\$1,141,819

2020/21-2024/25 Capital Improvement Program

Category	Project Number	Project
Streets	10396	East Marsh Creek Road Traffic Signal

DESCRIPTION - LOCATION

Install traffic signal on Marsh Creek Road
To the east of Diablo Parkway.

COMMENTS

Project postponed by Council action.

Estimated Cost	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Planning/Design							\$45,000	\$45,000
Construction/ Execution							\$350,000	\$350,000
Monitoring/ Inspections							\$35,000	\$35,000
Close-out/ Punch List								
Utility Relocation							\$80,000	\$80,000
Other								
TOTAL							\$510,000	\$510,000

Funding (Sources)	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Unfunded							\$510,000	\$510,000
TOTAL							\$510,000	\$510,000

2020/21-2024/25 Capital Improvement Program

Category	Project Number	Project
Facilities	10448	School Intersection Enhancement Project

DESCRIPTION - LOCATION

Functional and operational enhancements to the intersections of Clayton Road and Marsh Creek Road adjacent to Diablo View Middle School and Clayton Road and Mt. Zion Drive adjacent to Mount Diablo Elementary School.



COMMENTS

Additional future project costs may be eligible candidates for Safe Routes to School grant funding.

Estimated Cost	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Planning/Design								
Construction/Execution		\$70,211						\$70,211
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$70,211						\$70,211

Funding (Sources)	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Measure J LSM		\$36,163						\$36,163
Measure J Co-op		\$34,048						\$34,048
TOTAL		\$70,211						\$70,211

2020/21-2024/25 Capital Improvement Program

Category	Project Number	Project
Facilities	10449	2020 Neighborhood Streets Repave

DESCRIPTION – LOCATION

Council approved streets for the 2020 Pavement Preservation Project include:

- North Mitchell Canyon Road
- Caulfield Court
- Kenston Drive
- Tiffin Drive
- Chardonnay Circle
- Peacock Creek Drive
- Pebble Beach Drive
- Mount Dell Drive
- Herriman Court
- Fleming Drive
- El Molino Drive
- Capistrano Court



Estimated Cost	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Planning/Design	\$20,000							\$20,000
Construction/Execution		\$822,360						\$822,360
Monitoring/Inspections		\$20,000						\$20,000
Close-out/Punch List		\$10,000						\$10,000
Other								
TOTAL	\$20,000	\$852,360						\$872,360

Funding (Sources)	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
HUTA Gas Tax	\$20,000	\$330,535						\$350,535
Measure J LSM		\$214,412						\$214,412
Measure J Co-op		\$34,530						\$34,530
RMRA Gas Tax		\$189,883						\$189,883
CalRecycle Grant		\$83,000						\$83,000
TOTAL	\$20,000	\$852,360						\$872,360

2020/21-2024/25 Capital Improvement Program

Category	Project Number	Project
Facilities	10450	Downtown Pedestrian Improvement

DESCRIPTION - LOCATION

Construction of two raised and lighted crosswalks at Oak St and Center St. Also tabletop lighted intersection at Old Marsh Creek Rd and Main St.



COMMENTS

Grant funds are at risk of reduction due to current financial circumstances of CCTA due to reduced tax revenue caused by Covid-19 pandemic. City Council approved master co-op agreement with CCTA (10/17/17) for Measure J Transportation for Livable Communities (TLC) program funds.

Estimated Cost	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL								

Funding (Sources)	Prior Yrs.	2020-21	2021-22	2022-23	2023-24	2024-25	Future	TOTAL
Measure J (TLC)		\$252,000						\$252,000
TOTAL		\$252,000						\$252,000

**CITY OF CLAYTON
PLANNING COMMISSION
RESOLUTION NO. 01-2020**

**THE PLANNING COMMISSION FINDING
THAT THE FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENT PROGRAM PROJECTS
CONFORM WITH THE CITY OF CLAYTON GENERAL PLAN
(GPA-01-2020)**

WHEREAS, Section 65401 of the California Government Code requires the Planning Commission to determine if projects proposed in the City's Capital Improvement Program for the upcoming fiscal year are in conformity with the City's General Plan; and

WHEREAS, Projects in the City's 2020/2021-2022/2023 Capital Improvement Program that may be undertaken during Fiscal Year 2020-2021 are listed below with citations from the Clayton General Plan related to the particular project's conformity with the General Plan:

1. Pine Hollow Road Upgrades (Capital Improvement Program No.10379) - *"The maintenance of Clayton streets conforms to the General Plan by supporting Policy 9c of the Circulation Element to 'Provide systematic upgrades of streets and roads to applicable standards.' "*
2. ADA Compliance Program (Capital Improvement Program No. 10394A) - *"The maintenance of Clayton streets conforms to the General Plan by supporting Policy 9c of the Circulation Element to 'Provide systematic upgrades of streets and roads to applicable standards.' "*
3. Utility Undergrounding (Capital Improvement Program No. 10397) - *"These program improvements conform to the General Plan by supporting the primary Goal of the Community Facilities Element 'To provide for an efficient infrastructure and facility plan and program for improvement of existing infrastructure.' and Policy 1d 'Identify private utility plans including program for undergrounding.' "*
4. 2020 Neighborhood Pavement Preservation Project (Capital Improvement Program No. 10448) - *"The maintenance of Clayton streets conforms to the General Plan by supporting Policy 9c of the Circulation Element to 'Provide systematic upgrades of streets and roads to applicable standards.' "*
5. Clayton Community Park – Field 1 Rehabilitation Project (Capital Improvement Program No. 10440) - *"The maintenance of Clayton's parks conforms to the General Plan by supporting Policy 2c of the Open Space/Conservation Element to 'Review each park/greenbelt area for maintenance needs.' "*
6. North Valley Park Playground Rehabilitation Project (Capital Improvement Program No. 10442) - *"The maintenance of Clayton's parks conforms to the General Plan by supporting Policy 2c of the Open Space/Conservation Element to 'Review each park/greenbelt area for maintenance needs.' "; and*

Planning Commission
Resolution No. 01-2020

WHEREAS, Proposed Capital Improvement Program projects listed above represent a total projected capital related expenditure in Fiscal Year 2020-2021 of \$1,039,660 in public monies to maintain and improve the infrastructure of this community; and

WHEREAS, as a result of the above projects and related General Plan review and analysis, staff concludes that the Capital Improvement Program projects that may proceed in Fiscal Year 2020-2021 are consistent and in conformity with the Clayton General Plan; and

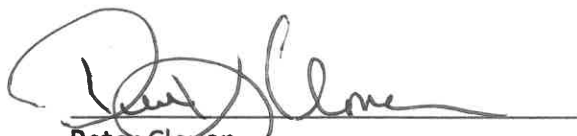
WHEREAS, pursuant to the California Environmental Quality Act (CEQA), Section 15061(b)(3) it can be seen with certainty that there is no possibility that finding the Capital Improvement Program in conformance with the General Plan may have a significant effect on the environment, it is therefore not subject to CEQA, and, additionally, since this is a consistency finding, the previous environmental documentation for the General Plan is adequate CEQA documentation; and

WHEREAS, staff recommends that the Planning Commission find the City's Capital Improvement Program projects for the Fiscal Year 2020-2021 are in conformity with the Clayton General Plan and there is no possibility this finding may have a significant effect on the environment.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Clayton, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby determine that projects proposed in the City's Capital Improvement Program for the upcoming Fiscal Year 2020-2021 are in conformity with the City's General Plan.

PASSED AND ADOPTED by the Planning Commission of the City of Clayton at a special meeting on the 27th day of May, 2020.

APPROVED:



Peter Cloven
Chair

ATTEST:



Matthew Feske
Community Development Director

Attachment to Checklist

Item 7

Clayton Municipal Code Chapter 10.60,
Transportation Demand Management

Chapter 10.60 - TRANSPORTATION DEMAND MANAGEMENT (TDM)

Sections:

10.60.010 - Purpose.

This ordinance is enacted by the City of Clayton for the following purposes:

- A. To promote maximum efficiency in the existing transportation system and to further the transportation goals of the Contra Costa Transportation Authority's Measure C Growth Management Program, Contra Costa's Congestion Management Program, and the Bay Area Clean Air Plan by:
 - 1. Promoting and encouraging transit, ride sharing, bicycling, walking, flexible work hours, and telecommuting as alternatives to solo driving;
 - 2. Incorporating these goals and objectives into the land use review and planning process;
 - 3. Developing proactive programs and/or projects either alone or in conjunction with other jurisdictions, or with TRANSPAC aimed at achieving these purposes;
 - 4. Considering the incorporation of appropriate technology designed to facilitate traffic flow, provide transit and highway information, provide trip generation alternatives, and related technology into the transportation system;
 - 5. Educating Central County employees, employers, residents, and students regarding the benefits and availability of commute alternatives;
 - 6. Working with the transit authorities to better serve Central Contra Costa County;
 - 7. Encouraging the most cost effective, broad-based and wide range of transportation improvement projects aimed at achieving congestion relief,
 - 8. Cooperating with other jurisdictions, the private sector, and transit operators in planning and implementing transportation programs.
- B. To reflect an ongoing commitment to TSM efforts, in order to achieve traffic congestion management and air quality goals.
- C. To comply with applicable state and federal laws as well as with Measure C Growth Management Program requirements pertaining to TSM.

(Ord. 337, 1998)

10.60.020 - Goal.

The goal of the TSM Ordinance is to ensure the continuation of a proactive TSM program effort aimed at reducing vehicle trips, vehicle emissions, and traffic congestion in the most efficient and cost-effective manner.

(Ord. 337, 1998)

10.60.030 - Policies.

This ordinance establishes the following policies:

- A. Participate, in conjunction with other jurisdictions and TRANSPAC, in a proactive effort to support and develop projects which will achieve the Measure C TSMITDM goals as described in the TRANSPAC Action Plan, the Countywide Comprehensive Transportation Plan, the Measure C Strategic Plan, the Congestion Management Plan, and/or the Bay Area Clean Air Plan. Such participation may include, but need not be limited to:
 - 1. Promotion and encouragement of the use of transit, ride sharing, bicycling, walking, flexible work hours, telecommuting, or other alternatives to solo driving;
 - 2. Projects incorporating appropriate technology designated to facilitate traffic flow, and provide transit and highway information and related technology.
- B. Incorporate these goals, as appropriate, into its land use review and planning process.

(Ord. 337, 1998)

10.60.040 - City TSM Program.

- A. Development Review Standards. The City shall require design features that facilitate pedestrian access, ride sharing, and transit use to be incorporated within subdivision and development proposals, as appropriate. These design features may include bus turnouts and shelters, park and ride lots, preferential parking for car/van pools, and effective pedestrian, equestrian, and bicycle access features.
- B. Information Program. The City shall encourage that all developments (residential as well as non-residential) generating more than one hundred (100) peak hour trips implement a TSM information program. This program seeks to provide information to residents and employers on RIDES and other ride matching agencies, transit schedules, bicycle facilities, and locations of nearby Park and Ride lots.

(Ord. 337, 1998)

Attachment to Checklist

Item 12

**CCTA Measure J Local Streets & Roads
Maintenance Reporting Forms and
Audit Reporting Forms,
CY 2017/18 & FY 2018/19**



CONTRA COSTA
transportation
authority

LOCAL STREET MAINTENANCE AND IMPROVEMENTS FUNDS
(18% FUNDS)
REPORTING FORM (SUMMARY)
FOR ELIGIBLE EXPENDITURES DURING FISCAL YEAR 2017-18

Jurisdiction: City of Clayton

(If you have any questions regarding this form, please contact Diane Bodon at CCTA, 256-4720.
Please return the form to CCTA, along with the project detail spreadsheet, Attention: Diane Bodon, at the address below

	Total for FY 2017-18
Balance as of July 1, 2017	\$119,264
18% Funds Received during FY 2017-18 (actual, not accrued)	\$284,517
Eligible Expenditures (Please describe all expenditures in excess of \$10,000 on the LSM Audit Reporting spreadsheet.)	
Local Street and Roads	\$65,535
Growth Management Planning and Compliance	\$31,214
Transit Capital and Operations	
Trails	
Parking Facilities	
TDM/TSM	
Total Expenditures during FY 2017-18	\$96,749
Funds Remaining	\$303,535
Interest Earned	\$4,325
Balance as of June 30, 2018	\$311,357

Form prepared by: T. Kevin Mizuno

Phone: 925-673-7309

Title: Finance Manager

Email: kmizuno@ci.clayton.ca.us

Date: 9/27/18

Jurisdiction: CLAYTON				
Reporting Period: FY 2017-2018				
Measure J 18%: \$284,517				
CCTA Measure J Local Streets & Roads Maintenance Audit Reporting Form				
Project Type	Project Name	Project Description (Location, Limits)	Measure J Funds Expended (\$)	Reporting Metric (see instructions)
Local Streets and Roads	2018 Neighborhood Streets Project (CIP 10436)	Slurry Seal for neighborhood streets (Frank Pl, Bettencourt Dr, Southbrook Dr, Westbrook Ct, El Camino Dr, Coronado Ct, Yosemite Ct, Yosemite Cir)	\$ 38,117.00	FY 2018 costs were for planning, design, and engineering. Paving metric to be available in FY 2019.
Local Streets and Roads	El Portal Drive Restoration Project (CIP 10439)	Reconstruction of damaged pavement and sidewalk areas on El Portal Dr.	\$ 27,418.00	34,000 square ft. of pavement stabilization and repair



CONTRA COSTA
transportation
authority

ANNUAL REPORTING FORM
for LOCAL STREET MAINTENANCE AND IMPROVEMENTS (LSM) FUNDS
(18% LSM FUNDS & 2.09% ADDITIONAL FUNDS)
FOR ELIGIBLE EXPENDITURES DURING FISCAL YEAR 2018-19

Jurisdiction: City of Clayton

If you have any questions regarding this form, please contact Matt Kelly at CCTA, 925-256-4730.
Please return the form to CCTA, along with the project detail spreadsheet, Attn: Jackie Reyes (address listed below)

	Total for FY 2018-19
Balance as of July 1, 2018	311,357
18% + 2.09% Funds Received during FY 2018-19 (actual, not accrued)	296,364
Eligible Expenditures (Please describe all expenditures in excess of \$10,000 on the LSM Audit Reporting spreadsheet)	
Local Street and Roads	814,236
Growth Management Planning and Compliance	30,579
Transit Capital and Operations	
Trails	
Parking Facilities	
Transportation Demand Management/Transportation Systems Management	
Total Expenditures during FY 2018-19	844,815
Funds Remaining	(237,094)
Interest Earned	900
Balance as of June 30, 2019	(236,194)

Form prepared by: Jennifer Giantvalley

Phone: 925-673-7300

Email: jgiantvalley@ci.clayton.ca.us

Title: Accounting Technician

Date: 2/26/20

[illegible]



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Bill Stracker, P.E., City Engineer

DATE: June 15, 2021

SUBJECT: Approve the Engineer's Report and Proposed Assessments for the Operation & Maintenance of Street Lights in the Street Lighting Assessment District, FY 2021/22

RECOMMENDATION

Approve the attached Resolution authorizing assessments for the Operation & Maintenance of Street Lights in the Street Lighting Assessment District for FY2021/22.

BACKGROUND

The Engineer's Report submitted by the City Engineer recommends the annual assessments for the Street Lighting Assessment District ("District") remain the same as last year. In addition, to satisfy the requirements of the Streets and Highways Code, the "Fund Balance" for the District has been re-designated as the "Streetlight Replacement Fund". The Fund is used to pay the District's obligations until the City receives the first tax installment for the District in December. The item tonight is to receive any comments from the public on the proposed unchanged assessments.

The City Council and public may wonder why the City is not required to mail property owner notices nor hold a public hearing on this particular assessment. In reviewing assessment proceedings, the City Attorney has ruled that, since the City staff is not proposing any increase in assessments, Proposition 218 does not apply. Under this status quo circumstance, the City is now able to return to the original requirements of the Streets and Highways Code which only requires the legislative body's approval of the annual levy.

There are also no provisions allowing for a "majority protest" to eliminate the base assessments similar to our other assessment districts such as the Oak Street and High Street Permanent Road Divisions.

FISCAL IMPACT

If this \$126,791 annual assessment and Resolution are not approved, the City Council must decide whether to fund all street lighting costs on our residential streets from another source, such as Gas Tax funds or the General Fund of the City, or turn off the street lights.

As noted in the proposed FY 2021/22 City Budget Message, the working equity (fund balance) is starting to erode as this neighborhood street light benefit assessment has not been increased in 23

Subject: Approve the Engineer's Report and Proposed Assessments for the Operation & Maintenance of Street Lights in the Street Lighting Assessment District, FY 2021/22

Date: June 15, 2021

Page 2 of 2

years. Within the next several years, the City will need to examine and potentially submit to the voters an assessment increase to sustain the operations and maintenance of these streetlights since power costs have risen along with expenses to replace burned-out street lamps.

CONCLUSION

Staff recommends the City Council adopt this Resolution approving the Engineer's Report and confirming the levy of assessments within the Street Lighting Assessment District for FY 2021/22.

Attachments: Resolution confirming Assessments [4 pp.]
 Engineer's Report [6 pp.]

RESOLUTION NO. ## - 2021

**A RESOLUTION APPROVING THE ENGINEER'S REPORT AND LEVYING
ASSESSMENTS FOR OPERATION AND MAINTENANCE OF STREET
LIGHTS IN THE STREET LIGHTING ASSESSMENT DISTRICT FOR
FISCAL YEAR 2021/22**

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

WHEREAS, in order to levy assessments for the operation and maintenance of the streetlights in residential subdivisions, the City Engineer has prepared, and submitted to the City Council, an Engineer's Report for Fiscal Year 2021/22; and

WHEREAS, the Engineer's Report recommends once again the annual assessments remain unchanged from last fiscal year due to adequate Fund reserves;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Clayton, California as follows:

1. The Engineer's Report for Fiscal Year 2021/22 is hereby approved.
2. The City Council orders the levy of an assessment in the amounts shown per subdivision lot on "Exhibit A", attached hereto and incorporated herein as if fully set forth, on each of the lots within the following subdivisions in the Street Lighting Assessment District, and this Resolution shall constitute the levy and confirmation of such assessment for Fiscal Year 2021/22. The total subdivision lots so assessed are 3,458 and consist of each lot within the following subdivisions: #2556, #2572, #3434, #3576, #3659, #4011, #4012, #4013, #4014, #4015, #4016, #4017, #4018, #4019, #4240, #4343, #4403, #4449, #4451, #4499, #4504, #4515, #4543, #4643, #4654, #4798, #4805, #4827, #4956, #5048, #5049, #5050, #5267, #5722, #6001, #6990, #7065, #7066, #7249, #7255, #7256, #7257, #7260, #7261, #7262, #7263, #7264, #7303, #7311, #7766, #7767, #7768, #7769, #7887, #8215, #8355, #8358 and #8719 as such maps appear of record in the Contra Costa County Recorder's Office.
3. The City will pay from the Special District Augmentation monies, gas tax or other City funds, the cost of operation for some 166 street lights on arterial streets as described in the Engineer's Report. The herein mentioned assessment levy is to pay for the cost of operation and maintenance for some 800 residential subdivision street lights along the public streets within or adjacent to the above described subdivisions.
4. The City Clerk shall immediately file a certified copy of this Resolution, together with any required diagrams and a list of lots so assessed, with both the Tax

Collector and the Auditor of Contra Costa County, with the Assessment to thereafter be collected in the same manner as the property taxes are collected.

PASSED, APPROVED and ADOPTED by the City Council of the City of Clayton, California at a regular public meeting thereof held on the 15th day of June 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Carl Wolfe, Mayor

ATTEST:

Janet Calderon, City Clerk

**RESOLUTION NO. ## - 2021
EXHIBIT A**

CITY OF CLAYTON								
STREETLIGHT ASSESSMENT DISTRICT FY 2021/22								
PROPOSED ASSESSMENTS								
Subd. Name	Subd. No.	No. of Lots	Type	Public Streets	A.U. per lot	Total A.U.	Assessment Per Lot	Total \$
Cardinet Glen I	2556	22	SF	Y	1.00	22.00	\$43.54	\$957.88
Cardinet Glen II	2572	30	SF	Y	1.00	30.00	\$43.54	\$1,306.20
Glen Almond	3434	23	SF	Y	1.00	23.00	\$43.54	\$1,001.42
Dana Hills I	3576	29	SF	Y	1.00	29.00	\$43.54	\$1,262.66
Mission Manor	3659	25	SF	Y	1.00	25.00	\$43.54	\$1,088.50
Dana Hills II	4011	55	SF	Y	1.00	55.00	\$43.54	\$2,394.70
Dana Hills III	4012	50	SF	Y	1.00	50.00	\$43.54	\$2,177.00
Dana Hills IV	4013	93	SF	Y	1.00	93.00	\$43.54	\$4,049.22
Dana Hills V	4014	50	SF	Y	1.00	50.00	\$43.54	\$2,177.00
Dana Hills VI	4015	30	SF	Y	1.00	30.00	\$43.54	\$1,306.20
Dana Hills VII	4016	65	SF	Y	1.00	65.00	\$43.54	\$2,830.10
Dana Hills VIII	4017	46	SF	Y	1.00	46.00	\$43.54	\$2,002.84
Dana Hills IX	4018	32	SF	Y	1.00	32.00	\$43.54	\$1,393.28
Dana Hills X	4019	52	SF	Y	1.00	52.00	\$43.54	\$2,264.08
Marsh Creek	4240	109	MF	N	0.25	27.25	\$15.64	\$1,704.76
Regency Woods I	4343	77	SF	Y	1.00	77.00	\$43.54	\$3,352.58
St. James Place	4403	16	SF	Y	1.00	16.00	\$43.54	\$696.64
Casey Glen	4449	24	SF	Y	1.00	24.00	\$43.54	\$1,044.96
Briarwood I	4451	19	SF	Y	1.00	19.00	\$43.54	\$827.26
Jeffry Ranch	4499	68	SF	Y	1.00	68.00	\$43.54	\$2,960.72
Dana Ridge	4504	86	MF	N	0.25	21.50	\$15.64	\$1,345.04
Clayton Greens	4515	78	SF	Y	1.00	78.00	\$43.54	\$3,396.12
Regency Woods II	4543	71	SF	Y	1.00	71.00	\$43.54	\$3,091.34
Regency Woods III	4643	37	SF	Y	1.00	37.00	\$43.54	\$1,610.98
Briarwood II	4654	40	SF	Y	1.00	40.00	\$43.54	\$1,741.60
Regency Woods IV	4798	145	SF	Y	1.00	145.00	\$43.54	\$6,313.30
Easley Estates I	4805	48	SF	Y	1.00	48.00	\$43.54	\$2,089.92
Silver Creek I	4827	26	SF	Y	1.00	26.00	\$43.54	\$1,132.04
Silver Creek II	4956	94	SF	Y	1.00	94.00	\$43.54	\$4,092.76
Easley Estates II	5048	51	SF	Y	1.00	51.00	\$43.54	\$2,220.54
Easley Estates III	5049	40	SF	Y	1.00	40.00	\$43.54	\$1,741.60
Easley Estates IV	5050	55	SF	Y	1.00	55.00	\$43.54	\$2,394.70

Douglas Court	5267	9	SF	Y	1.00	9.00	\$43.54	\$391.86
Regency Meadows	5722	96	SF	Y	1.00	96.00	\$43.54	\$4,179.84
Westwood	6001	65	SF	Y	1.00	65.00	\$43.54	\$2,830.10
Westwood	6001	4	MF	Y	0.50	2.00	\$15.64	\$62.56
Windmill Canyon I	6990	92	SF	Y	1.00	92.00	\$43.54	\$4,005.68
Black Diamond I	7065	108	Duet	N	0.50	54.00	\$31.28	\$3,378.24
Chaparral Springs I	7066	117	MF	N	0.25	29.25	\$8.34	\$975.78
Peacock Creek I	7249	69	SF	Y	1.00	69.00	\$33.38	\$2,303.22
Peacock Creek II	7255	72	SF	Y	1.00	72.00	\$33.38	\$2,403.36
Eagle Peak I	7256	70	SF	Y	1.00	70.00	\$43.54	\$3,047.80
Eagle Peak II	7257	60	SF	Y	1.00	60.00	\$43.54	\$2,612.40
Falcon Ridge I	7260	75	SF	Y	1.00	75.00	\$33.38	\$2,503.50
Falcon Ridge II	7261	70	SF	Y	1.00	70.00	\$43.54	\$3,047.80
Windmill Canyon II	7262	99	SF	Y	1.00	99.00	\$43.54	\$4,310.46
Windmill Canyon III	7263	101	SF	Y	1.00	101.00	\$43.54	\$4,397.54
Windmill Canyon IV	7264	102	SF	Y	1.00	102.00	\$33.38	\$3,404.76
Chaparral Springs II	7303	52	MF	N	0.25	13.00	\$8.34	\$433.68
Black Diamond II	7311	118	Duet	N	0.50	59.00	\$31.28	\$3,691.04
Diablo Ridge I	7766	60	MF	N	0.25	15.00	\$8.34	\$500.40
Oak Hollow	7766	35	SF	N	0.50	17.50	\$16.68	\$583.80
Diablo Ridge II	7767	76	MF	N	0.25	19.00	\$8.34	\$633.84
Oak Hollow IIA	7768	55	SF	N	0.50	27.50	\$31.28	\$1,720.40
Oak Hollow IIB	7769	53	SF	N	0.50	26.50	\$31.28	\$1,657.84
Stranahan	7887	54	SF	Y	1.00	54.00	\$33.38	\$1,802.52
Diablo Village	8215	33	SF	Y	1.00	33.00	\$43.54	\$1,436.82
Rachel Ranch	8355	8	SF	Y	1.00	8.00	\$43.54	\$348.32
Bridlewood	8358	19	SF	Y	1.00	19.00	\$43.54	\$827.26
Diablo Pointe	8719	24	SF	N	0.50	12.00	\$22.18	\$532.32
TOTALS		3482				2908.5		\$125,991.08

ENGINEER'S REPORT

DATE: JUNE 15, 2021
TO: CITY COUNCIL OF THE CITY OF CLAYTON, CA
FROM: CITY ENGINEER
RE: STREET LIGHT ASSESSMENT DISTRICT - FISCAL YEAR 2021/22

STATEMENT OF ASSESSMENT ENGINEER

ENGINEER'S REPORT FOR FISCAL YEAR 2021/22

The preparation of this Annual Engineers Report (Report) is in conformance with the obligation of the City of Clayton City Council to provide lighting services upon each lot or parcel of land in the established district in proportion to the estimated benefit received by each such lot or parcel of land for Fiscal Year 2021/22. Services will be provided through June 30, 2022.

This report has been prepared in accordance with Section 18091 of the Streets and Highways Code and meets the requirements of the Street Lighting Act of 1919.

CITY OF CLAYTON LIGHTING DISTRICT

Hereinafter referred to as the "District".

I, William Stracker, P.E., the duly appointed Assessment Engineer submit the following Report that consists of the four parts and appendices required.

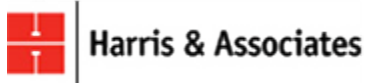
1. **Description of Improvements:** The District improvements consist of streetlights located on residential streets. The streetlights may be mounted on PG&E poles or on City-owned poles (either wood, metal, or concrete). Plans and specifications are filed in the City Clerk's office.
2. **Estimate of Costs:** The cost estimate of the proposed maintenance, energy, and incidental expenses for FY 2021/22 are presented.
3. **District Diagram:** This section incorporates the external boundaries of the District. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Contra Costa County Assessor for the year in which the Report was prepared and are incorporated by reference herein and made a part of this Report. The District Diagram is filed under separate cover with the City Clerk.
4. **Method of Assessment:** This section describes the method of apportionment of the assessments, based upon parcel classification of the District land in proportion to the benefit received and pursuant to the initial methodology established by the resolution approved on the day of the original District hearing.

Appendices

Appendix A Assessment Roll
Appendix B District Boundary residing in The Office of the City Clerk
Appendix C Resolution

It is my opinion that the costs and expenses of the District have been accurately assessed to the lots and parcels within the boundaries of the District in proportion to the estimated benefits to be received by each assessable lot or parcel from the services provided.

DATED: this 7th day of June 2021



A handwritten signature in blue ink, appearing to read 'William Stracker', is written over a horizontal line.

William Stracker, PE, Assessment Engineer
RCE No, 25082
Engineer of Work
County of Contra Costa
State of California

PROJECTED FY 2020/21 COSTS AND FUND BALANCE

The District's projected year-end revenue and costs for FY 2020/21 are based on actuals through May of 2021 and show projected expenses of \$156,290, against revenue of \$126,791. (Assessment and interest) This will cause a projected deficit variance of <\$29,300>. The projected beginning fund balance of \$84,507 will be eroded to \$55,207 at year's end.

Neighborhood Street Light Assessment District Fund 214

Proposed Budget FY 2021/22

	2019/20 Actual	2020/21 Adopted Budget	2020/21 Projected	2021/22 Proposed Budget
Total Expenditures	\$141,496.00	\$166,010.00	\$156,290.00	\$162,366.00
Total Revenue	\$129,455.00	\$127,791.00	\$126,791.00	\$126,791.00
(Decrease) in Fund Balance	(\$12,045.00)	(\$38,219.00)	(\$29,300.00)	(\$35,575.00)
Beginning Fund Balance	\$96,552.00	\$75,222.00	\$84,507.00	\$55,207.00
Ending Fund Balance	\$84,507.00	\$37,003.00	\$55,207.00	\$19,631.00

Based on the FY 2020/21 Budget and the number of units assessed, the actual assessment for FY 2020/21 will result in a deficit. Since by statute we are unable to increase assessments without an affirmative ballot election by voters, it is therefore recommended the FY 2021/22 assessments remain the same (see table on pages 4 and 5). Based on this annual assessment and earned interest, the District will receive **revenues of approximately \$126,791** with budgeted **expenses of \$162,366**. The projected FY 2020/21 deficit will be <**\$29,300**> further eroding the projected Streetlight Replacement Fund balance to \$55,207. It is anticipated that this results in a FY2021/22 Ending Balance of \$19,631. This rate of annual deficit spending will bankrupt the streetlight fund in fewer than two years.

METHOD OF ASSESSMENT

In detached, single family subdivisions with public streets, the special benefit received from street lights is equal to all the lots, regardless of size, and the assessment should, therefore, be equal for every lot and will be assigned an assessment unit of one.

In subdivisions with private streets that are served or traversed by lighted public streets, the property owners already pay for a share of their private street lighting and the ratio of lots to the number of public lights is higher than those in subdivisions with all public streets. In order to provide equity in these circumstances assessment units of one-half have been assigned to privately held single family and duet subdivisions (Oak Hollow, Black Diamond, and Diablo Pointe) and one-quarter to privately held multifamily subdivisions (Diablo Ridge, Chaparral Springs, Marsh Creek Villas).

PROPOSITION 218

In 2001 an increase in the levy was proposed to offset increasing electrical costs. In order to increase the assessment levy a statewide ballot initiative (Proposition 218) was approved by voters requiring an affirming vote. The subsequent Proposition 218 ballot was defeated by approximately 60% of the votes cast. Due to the current fiscal climate and reserve status of this fund, the recommendation is to not attempt another 218 ballot this year.

DETERMINATION OF SPECIAL BENEFIT

For this District, being limited to street lighting, the finding of a special benefit is relatively simple. Those occupied properties located on a lighted public street receive a special benefit relative to those properties located on unlit streets and sidewalks. This benefit may be described as additional protection for residents from criminal activity and, to a lesser extent, vehicular traffic. It should be noted that street lights protect pedestrians from vehicular traffic by increasing the pedestrians' sight and subsequent ability to avoid danger more than it increases their visibility to others (drivers).

The argument that a general benefit exists because all pedestrians benefit from the additional protection even those that are not residents of the specific street is false. The number of non-resident pedestrian trips made is minuscule compared to the number of resident pedestrian trips and that tiny benefit to non-resident pedestrians does not constitute a general benefit.

There are publicly owned parcels (open space) that front along lighted public streets. However, since these properties are not occupied, no benefit, either special or general, is received. Therefore, the finding is that no "general" benefit exists.

See the chart on pages 5 and 6 for a complete breakdown of the assessment units.

CITY OF CLAYTON								
STREETLIGHT ASSESSMENT DISTRICT FY 2021/22								
PROPOSED ASSESSMENTS								
Subd. Name	Subd. No.	No. of Lots	Type	Public Streets	A.U. per lot	Total A.U.	Assessment Per Lot	Total \$
Cardinet Glen I	2556	22	SF	Y	1.00	22.00	\$43.54	\$957.88
Cardinet Glen II	2572	30	SF	Y	1.00	30.00	\$43.54	\$1,306.20
Glen Almond	3434	23	SF	Y	1.00	23.00	\$43.54	\$1,001.42
Dana Hills I	3576	29	SF	Y	1.00	29.00	\$43.54	\$1,262.66
Mission Manor	3659	25	SF	Y	1.00	25.00	\$43.54	\$1,088.50
Dana Hills II	4011	55	SF	Y	1.00	55.00	\$43.54	\$2,394.70
Dana Hills III	4012	50	SF	Y	1.00	50.00	\$43.54	\$2,177.00
Dana Hills IV	4013	93	SF	Y	1.00	93.00	\$43.54	\$4,049.22
Dana Hills V	4014	50	SF	Y	1.00	50.00	\$43.54	\$2,177.00
Dana Hills VI	4015	30	SF	Y	1.00	30.00	\$43.54	\$1,306.20
Dana Hills VII	4016	65	SF	Y	1.00	65.00	\$43.54	\$2,830.10
Dana Hills VIII	4017	46	SF	Y	1.00	46.00	\$43.54	\$2,002.84
Dana Hills IX	4018	32	SF	Y	1.00	32.00	\$43.54	\$1,393.28
Dana Hills X	4019	52	SF	Y	1.00	52.00	\$43.54	\$2,264.08
Marsh Creek	4240	109	MF	N	0.25	27.25	\$15.64	\$1,704.76
Regency Woods I	4343	77	SF	Y	1.00	77.00	\$43.54	\$3,352.58
St. James Place	4403	16	SF	Y	1.00	16.00	\$43.54	\$696.64
Casey Glen	4449	24	SF	Y	1.00	24.00	\$43.54	\$1,044.96
Briarwood I	4451	19	SF	Y	1.00	19.00	\$43.54	\$827.26
Jeffry Ranch	4499	68	SF	Y	1.00	68.00	\$43.54	\$2,960.72
Dana Ridge	4504	86	MF	N	0.25	21.50	\$15.64	\$1,345.04
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Easley Estates I	4805	48	SF	Y	1.00	48.00	\$43.54	\$2,089.92
Silver Creek I	4827	26	SF	Y	1.00	26.00	\$43.54	\$1,132.04
Silver Creek II	4956	94	SF	Y	1.00	94.00	\$43.54	\$4,092.76
Easley Estates II	5048	51	SF	Y	1.00	51.00	\$43.54	\$2,220.54
Easley Estates III	5049	40	SF	Y	1.00	40.00	\$43.54	\$1,741.60
Easley Estates IV	5050	55	SF	Y	1.00	55.00	\$43.54	\$2,394.70
Douglas Court	5267	9	SF	Y	1.00	9.00	\$43.54	\$391.86

Regency Meadows	5722	96	SF	Y	1.00	96.00	\$43.54	\$4,179.84
Westwood	6001	65	SF	Y	1.00	65.00	\$43.54	\$2,830.10
Westwood	6001	4	MF	Y	0.50	2.00	\$15.64	\$62.56
Windmill Canyon I	6990	92	SF	Y	1.00	92.00	\$43.54	\$4,005.68
Black Diamond I	7065	108	Duet	N	0.50	54.00	\$31.28	\$3,378.24
Chaparral Springs I	7066	117	MF	N	0.25	29.25	\$8.34	\$975.78
Peacock Creek I	7249	69	SF	Y	1.00	69.00	\$33.38	\$2,303.22
Peacock Creek II	7255	72	SF	Y	1.00	72.00	\$33.38	\$2,403.36
Eagle Peak I	7256	70	SF	Y	1.00	70.00	\$43.54	\$3,047.80
Eagle Peak II	7257	60	SF	Y	1.00	60.00	\$43.54	\$2,612.40
Falcon Ridge I	7260	75	SF	Y	1.00	75.00	\$33.38	\$2,503.50
Falcon Ridge II	7261	70	SF	Y	1.00	70.00	\$43.54	\$3,047.80
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Windmill Canyon IV	7264	102	SF	Y	1.00	102.00	\$33.38	\$3,404.76
Chaparral Springs II	7303	52	MF	N	0.25	13.00	\$8.34	\$433.68
Black Diamond II	7311	118	Duet	N	0.50	59.00	\$31.28	\$3,691.04
Diablo Ridge I	7766	60	MF	N	0.25	15.00	\$8.34	\$500.40
Oak Hollow	7766	35	SF	N	0.50	17.50	\$16.68	\$583.80
Diablo Ridge II	7767	76	MF	N	0.25	19.00	\$8.34	\$633.84
Oak Hollow IIA	7768	55	SF	N	0.50	27.50	\$31.28	\$1,720.40
Oak Hollow IIB	7769	53	SF	N	0.50	26.50	\$31.28	\$1,657.84
Stranahan	7887	54	SF	Y	1.00	54.00	\$33.38	\$1,802.52
Diablo Village	8215	33	SF	Y	1.00	33.00	\$43.54	\$1,436.82
Rachel Ranch	8355	8	SF	Y	1.00	8.00	\$43.54	\$348.32
Bridlewood	8358	19	SF	Y	1.00	19.00	\$43.54	\$827.26
Diablo Pointe	8719	24	SF	N	0.50	12.00	\$22.18	\$532.32
TOTALS						2908.5		\$125,991.08

declaring

June 19

as

"Juneteenth"

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two- and one-half years, to June 19, 1865, in reaching authorities and African-Americans in the South and Southwestern United States; and

WHEREAS, Emancipation Day observations are held on different days in different states in the South and Southwest, and in other parts of the nation; and

WHEREAS, June 19th has a special meaning to African-Americans, and is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated by the African-American community for over 150 years.

Now, Therefore, I, Carl Wolfe, Mayor, and on behalf of the entire Clayton City Council, proclaim June 19, as "Juneteenth" in Clayton, CA and I call this observance to the attention of all of our citizens.



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Reina Schwartz, City Manager

DATE: June 15, 2021

SUBJECT: Annual Consideration of Canceling Any Regular City Council Meetings During the Summer of 2021 and Future Meeting Options

RECOMMENDATION

It is recommended the City Council discuss its collective desire to cancel any regularly-scheduled City Council meetings during the upcoming summer months of July, August and/or September 2021; and if so determined, by motion cancel the specific meetings date(s).

BACKGROUND

Clayton Municipal Code Section 2.04.010 specifies the regular public meetings of the Clayton City Council shall be held on the first and third Tuesdays of each and every month.

In previous years, the City Council has canceled one or more of its regularly-scheduled meetings during summer months to accommodate its various elected officials' schedules. In addition, the workload of the City Council business items for action often decreases in the summer months following formal adoption of the annual Operating and Capital Improvement Program (CIP) Budgets and the associated procedures to levy the annual special taxes for the several assessment and maintenance districts administered by the City. Various key members of the City Management staff also take scheduled vacations during the summer months.

In order to provide optimum notice of meeting cancellation to interested members of the public and the development community as well as to arrange placement of agenda matters around the vacation plans of the City Council, this item has typically been placed on a June agenda for discussion and direction purposes. The act of canceling one or more regularly-scheduled meetings is a matter to be taken in open public session by the City Council.

SUMMER 2021 REGULAR MEETINGS

The following table outlines the upcoming dates for regular City Council meetings in the summer months of 2021:

Meeting Date	Comments
Tuesday, July 6	No pressing Agenda Items at this time – Consider cancelling
Tuesday, July 20	Anticipated Hearing date for Appeal of Planning Commission Approval to Extend Entitlements for the Olivia on Marsh for One Year; Diablo Estates Public Hearing
Tuesday, August 3	No pressing Agenda Items at this time
Tuesday, August 17	No pressing Agenda Items at this time
Tuesday, September 7	No pressing Agenda Items at this time – Consider cancelling
Tuesday, September 21	No pressing Agenda Items at this time

ADDITIONAL MEETING OPTIONS

In addition to the question of whether any of the regularly scheduled Council meetings should be considered for cancellation this summer, the question has arisen as to when and how the City could return to in-person City Council meetings as the State and County continue to open up. We anticipate that the public health orders that have precluded in-person City Council meetings will be lifted after June 15th, although it has not yet been confirmed by the County. We also anticipate that the current Governor's Executive Order that allows us to conduct our City Council and Commission meetings entirely via teleconference/videoconference will continue for some time beyond the June 15th opening date.

If both of those do unfold as anticipated, the City Council will have a choice as to when some version of in-person meetings can begin. In making the decision, the City Council will also want to consider the significant increase in participation in City Council meetings that has occurred with use of videoconferencing. Staff is evaluating the costs for creating a system that would allow hybrid meetings where the public could participate via a videoconference platform or in-person while the City Council and staff could participate in person. Staff plans to bring back a hybrid meeting option at the time that the City Council considers use of the American Rescue Plan Act (ARPA) funding this summer. Additional notes on hybrid meeting options and plans in other cities in the County can be found in Attachment 2.

FISCAL IMPACT

There is no adverse financial impact to the City for cancellation of City Council meetings. Nominal savings occur for expenses incurred in the preparation, publication, and holding of a Council meeting (e.g., staff time, paper and copying expenses, meeting room utilities, video-taping/zoom virtual of the meetings for livestreaming and cable television re-broadcast).

If necessary or should an emergency arise between canceled meetings, a special meeting of the City Council may always be called by the Mayor with proper notice to members of the City Council, the press, and with fully-required public postings of the Agenda.

Funding needed for additional equipment, IT support or furniture for hybrid meetings will be identified when a more complete proposal can be brought back.

Attachments: 1. Calendar Months of July, August & September 2021 (3pp.)
 2. Notes on meeting options

◀ June

July 2021

August ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 Indep. Day	5 City Hall Closed	6 City Council Meeting	7	8	9	10
11	12	13 Planning Commission Meeting	14	15	16	17
18	19	20 City Council Meeting	21	22	23	24
25	26	27 Planning Commission Meeting	28	29	30	31

August 2021

◀ July

September ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 City Council Meeting	4	5	6	7
8	9	10 Planning Commission Meeting	11	12	13	14
15	16	17 City Council Meeting	18	19	20	21
22	23	24 Planning Commission Meeting	25	26	27	28
29	30	31				

◀ August

September 2021

October ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Labor Day – City Hall Closed	7 City Council Meeting	8	9	10	11 Patriot Day
12	13	14 Planning Commission Meeting	15	16	17	18
19	20	21 City Council Meeting	22 Start of Fall (Autumnal Equinox)	23	24	25
26	27	28 Planning Commission Meeting	29	30		

Hybrid City Council Meetings

Staff reached out to the Assistant to the City Manager, A/V Manager, and IT Manager to determine the necessary equipment, software, etc. required to move into in-person/hybrid City Council meetings at Hoyer Hall.

Prior to the pandemic, it has been the desire of City Council to replace the out-of-date equipment in Hoyer Hall to improve operations/quality.

- The current microphones have a longer than desired delay, operating on rechargeable batteries.
- The quality of the recording can be significantly improved as the existing A/V equipment (including cameras) are analog. This can create an issue while transferring the recording from DVD to Contra Costa TV for playback.
- The bandwidth/internet access for both the public and City Council is not reliable and has limited access.
- It is also desired to upgrade the 3-minute speaker timer as the current one uses cords which create a tripping hazard to City Council and staff members.

City Staff participated in a recent Zoom call to inquire what other Cities in Contra Costa County are planning to return to in-person and or in-person/hybrid meetings. Some challenges faced by other cities include:

- Equipment feedback. This was resolved by having staff in different areas such as offices during the hybrid City Council meeting.
- Public excluded to in-person participation. During the pandemic public participation has been virtual while staff is in person in the Council Chambers.

Most cities in Contra Costa County are hoping to go back to in-person City Council meetings in Fall 2021/Winter 2022; as long as they have the appropriate equipment and protocols in place to conduct a safe meeting for staff and the public. Most cities have experienced a greater public participation during the pandemic and wish to continue some type of hybrid if permissible.



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Reina J. Schwartz, City Manager

DATE: June 15, 2021

SUBJECT: ADOPT A RESOLUTION AUTHORIZING A PRIDE FLAG TO BE FLOWN AT CITY HALL, CLAYTON LIBRARY, AND THE GROVE THROUGHOUT THE MONTH OF JUNE EACH YEAR IN HONOR OF LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER/QUESTIONING, INTERSEX PLUS (LGBTQI+) PRIDE MONTH

RECOMMENDATION

Adopt a resolution authorizing a Pride Flag to be flown at City Hall, Clayton Library, and The Grove throughout the month of June each year.

BACKGROUND

Last year at the May 5, 2020 meeting, the City Council unanimously approved that the Rainbow Pride Flag be flown at City Hall, Clayton Library, and The Grove throughout the month of June further symbolizing the City's recognition of diversity, inclusiveness and Pride.

DISCUSSION

In preparation for raising a Pride flag to honor the LGBTQI+ community this year, the City received a request from a member of the community to consider updating the flag that the City uses to celebrate Pride. While the "traditional" rainbow flag has been much used since the 1970s, the flag has continued to evolve over time. In fact, a search for images of "Pride" flag brings up more than 20 Pride flag designs (See attachment for examples). Many of the updated designs have added colors or other features designed to make the flag more inclusive. The request to use a newer Pride flag design is consistent with the spirit of the Council's action in 2020, authorizing the flying of a flag in celebration of Pride.

The Pride flag that the City is flying on the poles at City Hall and the Library this year is the newer designed Progress Pride Flag. Currently at the flagpole at The Grove Park, the traditional rainbow flag is flying as the new Pride flag was stolen over the weekend of June 5-

6, 2021. The newer flag builds on the traditional rainbow design, but adds a five-colored chevron to the classic design to place a greater emphasis on inclusion and progress. While the traditional Rainbow flag may currently be the most recognizable symbol of the LGB community, the additional colors and design element reflect the desire to incorporate other components of the community; recognizing the wide scope of the LGBTQI+ community.

Attached is a new resolution recommended for adoption by the City Council that demonstrates Clayton's commitment to diversity and inclusivity by clarifying that a Pride Flag is authorized to be flown at City flagpoles, but is not restricted to the traditional Rainbow flag. The City will fly the most current recognized Pride Flag each year as determined by the City Manager.

FISCAL IMPACTS

Any materials and supplies will be donated to the City. This project requires minimal staff time to implement.

ATTACHMENTS

- Resolution Authorizing a Pride Flag to be Flown Throughout the month of June Each Year (2pgs)
- Image of Pride Flag Versions (1pg)
- Staff Report w/ Attachments and Resolution from 2020 (4pgs)

CITY RESOLUTION NO. ## - 2021

A RESOLUTION AUTHORIZING A PRIDE FLAG TO BE FLOWN AT CITY HALL, CLAYTON LIBRARY, AND THE GROVE THROUGHOUT THE MONTH OF JUNE EACH YEAR IN HONOR OF LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER/QUESTIONING, INTERSEX PLUS (LGBTQI+) PRIDE MONTH

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

WHEREAS, the City of Clayton has a diverse Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Plus (**LGBTQI+**) community and is committed to supporting visibility, dignity, and equity for all people in the community; and

WHEREAS, many of the residents, students, employees, and business owners within the City of Clayton who contribute to the enrichment of our City are part of the **LGBTQI+** community; and

WHEREAS, June has become a symbolic month in which **LGBTQI+** persons, and supporters, come together in various celebrations of pride; and

WHEREAS, cities across the United States recognize and celebrate June as **LGBTQI+** Pride month; and

WHEREAS, the City of Clayton feels it remains important to communicate its support for diversity, inclusivity, equality, and respect in our City, and desires to recognize and celebrate June as **LGBTQI+** Pride month; and

WHEREAS, the City of Clayton strives to be a place where all residents and visitors feel accepted and welcome; and

WHEREAS, the Rainbow Flag, also known as the **LGBTQI+** Pride Flag or Gay Pride Flag, has been used since the 1970s as a symbol of LGBTQ+ pride and social movements;

WHEREAS, the Pride flag has continued to evolve since that time with designs that have become more inclusive to mirror the whole community;

WHEREAS, flying a Pride Flag at the various approved sites throughout the month of June further symbolizes Clayton's official recognition of June as **LGBTQI+** Pride month and symbolizes the City's celebration of diversity and support for the **LGBTQI+** community.

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

Section 1. Declares the month of June as **LGBTQI+** Pride month in the City of Clayton.

Section 2. Directs staff to fly a Pride Flag at City Hall, Clayton Library, and The Grove throughout the month of June each year.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Clayton, California at a duly-noticed public meeting thereof held on the 15th day of June, 2021 by the following recorded vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Carl Wolfe, Mayor

ATTEST:

Janet Calderon, City Clerk

BEYOND THE RAINBOW: YOUR ULTIMATE GUIDE TO **PRIDE FLAGS**



The Pride Flag
That Started It All



The 6-Color Pride Flag



The Philadelphia
Pride Flag



The Transgender Flag



The Nonbinary Pride Flag



The Intersex Flag



The Flag for the
Asexual Community



The Bisexual Pride Flag



The Pansexual Flag



The Flag for the
Lesbian Community



The Gay Men Pride Flag



The Modern Pride Flag



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Ikani Taumoepeau, City Manager

DATE: May 5, 2020

SUBJECT: Adopt a Resolution Directing Staff to Fly the Rainbow Flag at City Hall, Clayton Library, and The Grove Throughout the Month of June and Discuss and Consider a Possible Ceremony to Raise the Pride Flag.

RECOMMENDATION

Adopt a resolution directing staff to fly the rainbow flag at City Hall, Clayton Library, and The Grove throughout the month of June.

City Council may desire to discuss and consider a possible ceremony to raise the Pride Flag in June.

BACKGROUND

At the April 21, 2020 meeting, the City Council unanimously approved that the Rainbow Flag be flown at City Hall, Clayton Library, and The Grove throughout the month of June further symbolizing the City's recognition of diversity and inclusiveness.

DISCUSSION

Attached is the resolution for adoption by the City Council that demonstrates Clayton's commitment to diversity and inclusivity by declaring June as LGBTQ+ Pride month in the City and directing staff to fly the Rainbow Flag at the approved locations.

FISCAL IMPACTS

Any materials and supplies will be donated to the City. This project requires minimal staff time to implement.

ATTACHMENTS

- Resolution directing staff to fly the Rainbow Flag throughout the month of June
- Diagram of the proposed flag configuration for a single flag pole

CITY RESOLUTION NO. 22 - 2020

A RESOLUTION RECOGNIZING JUNE 2020 AS LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER/Questioning, Intersex, Plus (LGBTQI+) PRIDE MONTH IN THE CITY OF CLAYTON AND DIRECTING STAFF TO FLY THE RAINBOW FLAG AT CITY HALL, CLAYTON LIBRARY, AND THE GROVE THROUGHOUT THE MONTH OF JUNE

THE CITY COUNCIL City of Clayton, California

WHEREAS, the City of Clayton has a diverse Lesbian, Gay , Bisexual, Transgender, Queer/Questioning, Intersex, Plus (**LGBTQI+**) community and is committed to supporting visibility, dignity, and equity for all people in the community; and

WHEREAS, many of the residents, students, employees, and business owners within the City of Clayton who contribute to the enrichment of our City are part of the **LGBTQI+** community; and

WHEREAS, June has become a symbolic month in which **LGBTQI+** persons, and supporters, come together in various celebrations of pride; and

WHEREAS, cities across the United States recognize and celebrate June as **LGBTQI+** Pride month; and

WHEREAS, the City of Clayton feels it remains important to communicate its support for diversity, inclusivity, equality, and respect in our City, and desires to recognize and celebrate June as **LGBTQI+** Pride month; and

WHEREAS, the City of Clayton strives to be a place where all residents and visitors feel accepted and welcome; and

WHEREAS, the Rainbow Flag, also known as the **LGBTQI+** Pride Flag or Gay Pride Flag, has been used since the 1970s as a symbol of LGBTQ+ pride and social movements

WHEREAS, flying the City's Rainbow Flag at the various approved sites throughout the month of June further symbolizes Clayton's official recognition of June as **LGBTQI+** Pride month reflects the City of Clayton's viewpoint, and symbolizes the City's celebration of diversity and support for the **LGBTQI+** community.

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

Section 1. Declares the month of June as **LGBTQI+** Pride month in the City of Clayton.

Section 2. Directs staff to fly the Rainbow Flag at City Hall, Clayton Library, and The Grove throughout the month of June.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Clayton, California at a duly-noticed public meeting thereof held on the 5th day of May 2020 by the following recorded vote:

AYES: Mayor Pierce, Vice Mayor Wan, Councilmembers Catalano, Diaz, and Wolfe.

NOES: None.

ABSTAIN: None.

ABSENT: None.

THE CITY COUNCIL OF CLAYTON, CA

Julie Pierce, Mayor

ATTEST:

Janet Calderon, City Clerk





AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: REINA J. SCHWARTZ, CITY MANAGER

DATE: JUNE 15, 2021

SUBJECT: LETTER SUPPORTING USE OF COUNTY MEASURE X FUNDING FOR COMMUNITY CRISIS INITIATIVE

RECOMMENDATION

Staff recommend that the City Council by minute action approve a letter to the County's Measure X Community Advisory Board supporting Measure X funding for the Community Crisis Initiative.

BACKGROUND

Arising out of community unrest and concerns regarding social justice issues in 2020 and the need for an alternative response mechanism to law enforcement as often the only responder to situations arising out of mental health concerns, cities in the County, through the County City Managers group and the County Health Department, have been engaged in an effort to better link mental health services with law enforcement.

Also within the last year, in November 2020, voters in Contra Costa County approved Measure X which authorized an additional sales tax of 0.5% for 20 years expected to generate an estimated \$81 million per year for essential services including the regional hospital, community health centers, emergency response, safety-net services, early childhood services and protection of vulnerable populations. Earlier this year, the County Board of Supervisors appointed a Measure X Community Advisory Board to review and make recommendations on how the use of this funding should be prioritized.

DISCUSSION

The Measure X Community Advisory Board will be reviewing behavioral and mental health funding needs later in June and cities in the County have a vested interest in helping ensure the successful development of the Community Crisis Initiative which has been in development

on a collaborative basis for nearly year. This Initiative is now ready to be fully rolled out if funding can be secured. As such, it is recommended that the City Council authorize the attached letter be sent to the Measure X Community Advisory Board encouraging them to recommend funding for this important initiative.

FISCAL IMPACTS

No direct fiscal impact to the City as no City funds are requested to support this effort.

ATTACHMENTS

- Attachment 1: Draft letter to County Measure X Community Advisory Committee
- Attachment 2: Crisis Initiative Key Information

DRAFT Letter from City Managers re: Community Crisis Initiative:

Dear Measure X Community Advisory Board,

On behalf of the City of Clayton, I am writing to endorse the work of the Community Crisis Initiative which is requesting Measure X funding for the development of a comprehensive system to respond to behavioral health crises in our community. The initiative is a partnership between cities from across the county and Contra Costa Health Services to develop a comprehensive community crisis response system that can be accessed by **anyone, anytime, anywhere**.

Since July 2020, a representative group of City Managers from the Contra Costa Public Managers Association (PMA) have been collaborating with Contra Costa Health Services (CCHS). Under the sponsorship of this group, a multi-disciplinary team, including law enforcement, community advocates, behavioral health staff, people with lived experience and others looked at existing capacities and created an initial framework where anyone in Contra Costa County can access timely and appropriate behavioral health crisis care anywhere at any time. This team looked at best practices nationally, regionally and locally, and held three week-long workshops to test various aspects of the model. **The model includes three components of a comprehensive crisis response system, including a virtual hub (regional call center), crisis response teams and alternate destinations.**

It has become clear to us that individuals involved in these emergency and crisis mental health situations are in need of behavioral health interventions. We fully support the recommendations to develop a comprehensive crisis response system available 24/7 and serving all of the regions and cities in the county. We are committed in Clayton to help support and ensure the full development of the new system which will depend on stable funding available through the federal American Rescue Act and the State of California Department of Health Care Services in addition to other sources of – all intended to support the expansion of a comprehensive mobile crisis system with mental health professionals.

We urge you as the Measure X Community Advisory Board to support this effort as well. Using Measure X funding to support the launch and development will go a long way to making sure that mobile crisis services are conducted in an age appropriate, geographically accessible, and culturally competent manner to all residents of Contra Costa County whatever their insurance status may be. This work is just what Measure X was intended to support, especially since all members of our county and all communities will benefit.

Contra Costa County and its 19 partner cities and towns are embarking on a collaborative effort to reimagine mental health crisis response. In recent years, police have been the primary first responders to severe mental health crises, even when no laws have been broken. Best practices suggest that those best trained to mitigate mental health problems should be at the forefront of response when the person is not violent.

At the urging of and with support from cities, County Health Services is devoting resources towards designing a response system that will specifically meet the needs identified for Contra Costa County. Elements of the program include:

- Leveraging the upcoming transition of the suicide prevention hotline to 988, an easy to remember phone number to call for help other than 911 when mental health is the issue. A virtual call hub is being created to coordinate calls across all 19 cities, the county, and other referral agencies in order to ensure the most appropriate response is dispatched.
- Response teams proportional to the need; clinicians and social workers as first responders when no violence is involved, and scaling up to partnerships with law enforcement when someone is posing a physical threat.
- Alternate destinations to bring people in crisis to best fit their needs, whether it is a sobering location, in-patient treatment or residential group home support.
- Ensuring mobile crisis response is available 24x7 to anyone, anywhere, anytime in the County.

The Crisis Response program is nearing the end of the design stage and it is anticipated that four to five of the new crisis response teams will be available by August 1 and will be scaled up to over 30 teams in the subsequent months and year. Undoubtedly, this program is going to be expensive and new funding sources will be needed. The County, in conjunction with the cities and other agencies is identifying funding opportunities including Federal Stimulus, Medi-Cal reimbursement, other Federal Funding, State funding, Mental Health Services Act, and regional Measure X sales tax funds. Depending upon the level of success of these efforts, some funding may be required from cities.

Funding for social service and emergency programs at the County level is being enhanced by the availability of Measure X general sales tax funds. The County's Measure X Advisory Committee is currently meeting regularly to assess program needs around a variety of topics. On June 23, the Committee will discuss mental health needs. The City of Clayton strongly supports dedicating significant dollars from Measure X funding to support the County's and cities' collaborative effort to reinvent mental health crisis response.



STAFF REPORT

TO: HONORABLE COMMITTEE MEMBERS

FROM: Paul Rodrigues, Finance Director
Reina Schwartz, City Manager

MEETING DATE: June 15, 2021

SUBJECT: Discussion and Direction to Staff on Proposed Fiscal Year 2021/22 Budget

RECOMMENDATION

Following introduction and presentation of the proposed operations and capital improvements budgets for FY 2021/22, it is recommended that the City Council receive public comments and provide any policy direction and amendments to staff. The final budgets will then be brought back to the City Council for formal adoption at a Special Meeting on June 29, 2021.

BACKGROUND

On an annual basis, the City Council adopts a budget with the goal of matching the various needs of the community with the limited financial resources available to provide those services. The City Council also adopts a Capital Improvement Program (CIP) that appropriates funds for various capital projects.

The City Council Budget & Audit Standing Committee held a meeting to review the proposed operating and capital budgets on June 8, 2021. In that meeting, the Committee members provided valuable input which has led to a refined proposed budget before the City Council today.

DISCUSSION

Total General Fund operating revenues for the FY 2021/22 proposed budget are \$5,185,450. General Fund operating expenditures are proposed at \$5,177,482 producing a balanced General Fund operating budget with a minor surplus of \$7,968 anticipated at year-end.

Revenues. For FY 2021/22, the proposed budget has been prepared with modest revenue estimates. Based on input from HdL Companies, who assists the City (and many other cities) in tax revenue estimates, consultation with County Tax Collector and Controller/Auditor office, staff has projected a 9.4% increase in sales tax as the local economy in both the City and the County continue to recover. Property taxes in lieu of VLF are estimated to increase by 4%, while secured property taxes are projected to increase by 3%. Overall, revenue is projected to grow at about 6%.

Other General Fund revenues previously impacted by the COVID-19 pandemic are projected to increase and approach pre-pandemic levels. These revenues include planning permits & fees, planning service charges, park use fees, meeting room fees, and Clayton community gymnasium rent.

Expenditures. The single most significant factor in overall expenditure growth is salaries; labor costs represent nearly 70 percent of the General Fund budget. This is true even though Clayton salaries lag significantly behind comparable small cities in Contra Costa and Alameda counties. Having salaries so

far below the comparable market limits the City's ability to recruit and retain adequate talent which leads to nearly continual organizational disruption. The disruption is costly in its own right and damaging to employee morale.

The budget includes the labor costs associated with the recently completed labor negotiations with the Clayton Police Officers Association. Even with the salary increases in the proposed agreement, Clayton Police Officers will remain significantly underpaid compared to the market.

A few key changes to the operating budget include:

- Funding for the ongoing costs of a third School Crossing Guard (\$14,000)
- Funding for the City to pick up the maintenance of the Dog Park (\$8,000)

Special Funds. Of the various special restricted funds, there are three – the Geological Hazard Abatement District [GHAD] (Fund 212), Neighborhood Street Lights (Fund 214), and Stormwater (Fund 216) which have potential fund balance issues within the next few years. Each of these have declining fund balances and are forecast that they may not have sufficient revenues to cover future costs. Increases in revenues would then be needed to maintain the services these funds provide. Any revenue increases may be subject to Proposition 218 majority protest, a 50% plus on if a general revenue measure; or if a special revenue measure a voter approved 2/3 approval. Without sufficient special fund revenue, the City's General Fund would need to subsidize these special purpose funds, and could place pressure to reduce other General Fund operations.

The Landscape Maintenance District Budget and Grove Park budgets are projected to have the annual CPI increase of 3% as stipulated in the ballot measures. Both these have sufficient revenue and fund balances to address various operational and capital needs.

Attached are the budget sheets for the overall City Operating Budget Revenues/Expenses, the individual Department Budgets and the various Special Restricted Funds as well as the Budget narrative.

It should be noted that, as discussed in several previous meetings, the long-term projections for the City show that there is a structural gap between ongoing revenues and ongoing expenses (see Attachment 2). Further, since historically we have seen that revenues are growing more slowly than expenditures, it will be imperative for the City to spend time over the coming months on developing a long-term budget strategy.

Attachments:

1. Draft FY 2021/22 Operating Budget
2. General Fund Five-Year History and Projections

PROPOSED BUDGET FISCAL YEAR 2021/22

THE CITY COUNCIL

CARL "CW" WOLFE, MAYOR
Peter Cloven, VICE MAYOR
JIM DIAZ, COUNCILMEMBER
Holly Tillman, COUNCILMEMBER
JEFF WAN, COUNCILMEMBER

* * *

RECOMMENDED BY:

REINA J. SCHWARTZ, CITY MANAGER

* * * * *

PREPARED AND PRESENTED BY:

PAUL RODRIGUES, FINANCE DIRECTOR, CPA
LAURA HOFFMEISTER, ASSISTANT TO THE CITY
MANAGER

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

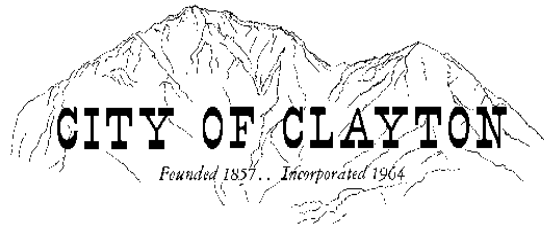


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BACKGROUND INFORMATION

2021/22

OUR MISSION

Enhance Clayton by providing quality of service through:

- Responsible Stewardship
- Effective Collaboration
- Continuous Progress

OUR VALUES

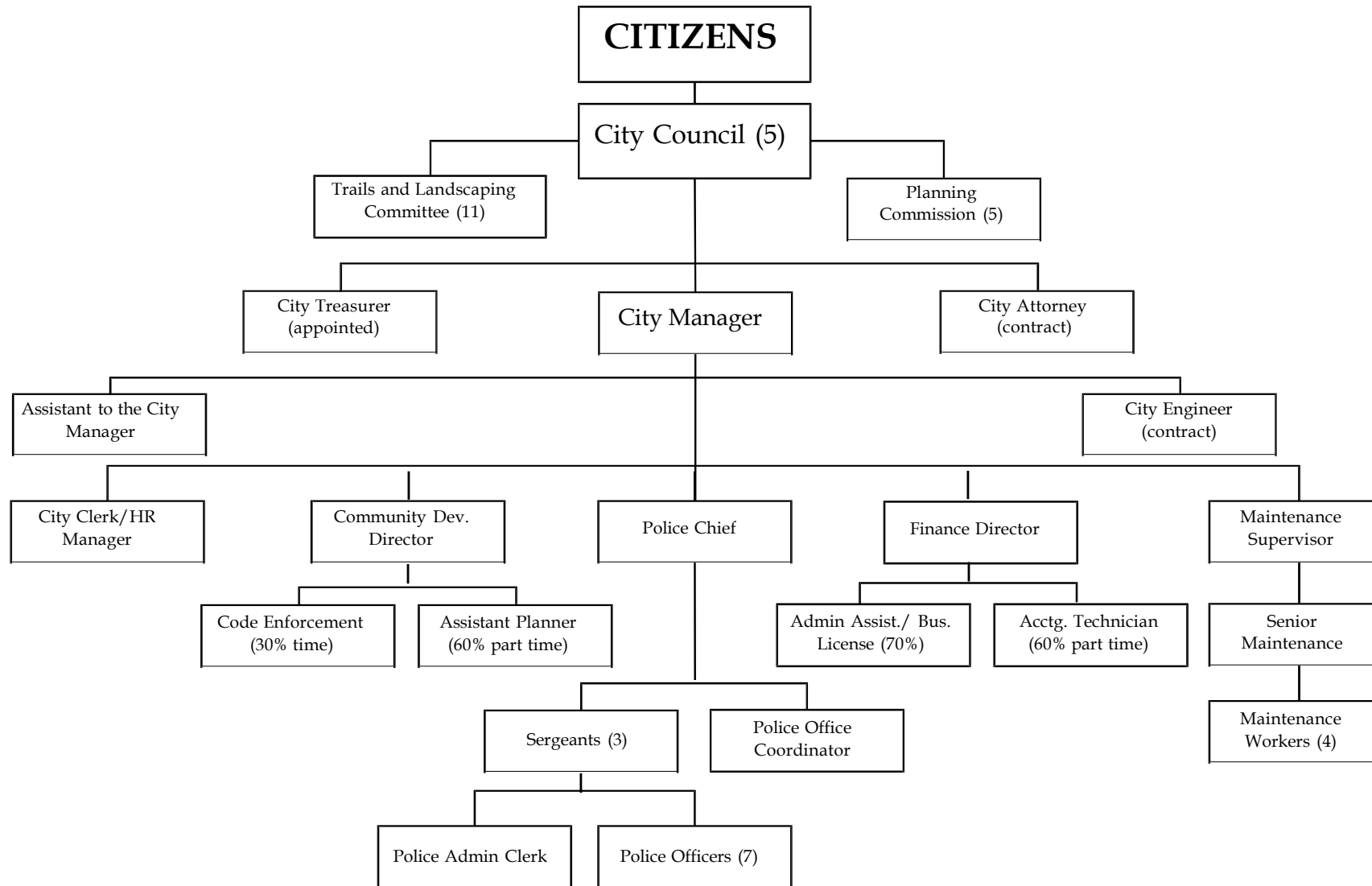
- Excellence
- Integrity
- Respect
- Teamwork

OUR VISION

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

(Note: Mission and Values updated Feb. 28, 2020)

CITY OF CLAYTON ORGANIZATIONAL CHART



DIRECTORY OF OFFICIALS AND ADVISORY BODIES

CITY COUNCIL

Carl "CW" Wolfe, Mayor
 Peter Cloven, Vice Mayor
 Jim Diaz, Councilmember
 Holly Tillman, Councilmember
 Jeff Wan, Councilmember

COMMISSIONS

Planning Commission

COMMITTEES

Trails and Landscaping Committee

APPOINTED OFFICIALS AND DEPARTMENT HEADS

Reina J. Schwartz	City Manager
Laura Hoffmeister	Assistant to the City Manager
Malathy Subramanian	City Attorney (contract)
Elise Warren	Chief of Police
Janet Calderon	City Clerk / HR Manager
Paul Rodrigues	Finance Director, CPA
Hank Stratford	City Treasurer
Dana Ayers	Interim Community Development Director
Bill Stracker	City Engineer (contract)
Jim Warburton	Maintenance Supervisor



Demographics and Economic Characteristics

Date of Incorporation	March 18, 1964
Form of Government (General Law)	Council-Manager
Number of authorized City positions	27

Population:

Population	12,265
Median age	46.3
Median household income	\$157,768
Registered voters	8,363
Area in square miles	4.3

Miles of Streets:

Lane miles	44.9
Pavement Condition Index (PCI)	80/100 ["Very Good" rating]

Fire Protection: (Contra Costa County Fire Protection District)

Number of stations (Station No. 11)	1
-------------------------------------	---

Police Protection:

Number of stations	1
Number of patrol vehicles	10
Number of sworn personnel	11

Public Education:

Elementary School	1
Mt Diablo Elementary	
Middle School	1
Diablo View Middle School	

Library: (Contra Costa County Library System)

Number of branch libraries (City-owned facility)	1
--	---

Parks & Community Facilities:

Park sites	7
Park acreage	19.07
Open space acreage	515.51
Open space trail miles	20
Creekside trail miles	7
Endeavor Hall	1
Hoyer Hall (in the library)	1
City Hall Conference Room	1

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BUDGET MESSAGE

2021/22

City of Clayton
Budget Message
General Fund Revenues

8

BUDGET SUMMARY

Presented herein for public review and consideration is the City's proposed budgets for FY 2021/22. It is an annually balanced budget as required by law, and the General Fund displays a balance of projected revenues exceeding expenditures resulting in a planned operating surplus of **\$15,968**. The City's General Fund budget does not contain any appropriation for a "contingency" account. The chart below captures a five (5) year history of the City's overall expenditure budgets:

CITY OF CLAYTON BUDGETS					
BUDGET AREA	FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18
GENERAL FUND OPERATING EXPENDITURES	\$ 5,177,485	\$ 4,843,806	\$ 4,774,450	\$ 4,587,220	\$ 4,455,050
OTHER FUNDS*	5,266,203	5,167,395	4,739,491	5,420,805	4,817,118
CAPITAL IMPROVEMENT PROGRAM	2,296,896	1,446,400	2,996,371	2,746,513	2,471,256
SUCCESSOR AGENCY (former RDA)	642,676	859,749	867,351	692,490	711,957
TOTAL	\$ 13,383,260	\$ 12,317,350	\$ 13,377,663	\$ 13,447,028	\$ 12,455,381

*Includes the City's twelve (12) special revenue, three (3) internal service, one (1) enterprise, and eight (8) fiduciary funds (excluding the Successor Agency fiduciary fund reported separately in the table). Also excludes Depreciation in CERF Fund 502.

The combined financial program proposed for the General Fund, the City's Other Funds, the Capital Improvement Program (CIP), and the Successor Agency is \$13,383,260, an increase of \$1,065,910 (8.65%) from last year's adopted budget, excluding General Fund non-operational expenditures. This increase is a combination of increases to General Fund operating expenditures (\$333,679/6.89%), Other Funds expenditures (\$98,808/1.91%), and CIP Fund expenditure (\$850,496/58.80%) and a decrease to Successor Agency Fund expenditures (\$217,073/25.25%). These changes will be discussed in greater detail later in the Budget Message.

Comparable to prior year's adopted General Fund budget, the proposed fiscal plan for next year anticipates the effects of the global pandemic COVID-19 to have a less negative effect on the local and national economy as the nation recovers and revenues are forecast with that in mind.

GENERAL FUND REVENUES

FY 2020/21 Revenue Projections

Although the current fiscal year has not closed at the time of budget preparations for the upcoming year, sufficient information is available to forecast what year-end FY 2020/21 revenues will look like. At this time, General Fund revenues are expected to total approximately **\$5,022,084** by the close of FY 2020/21. This projection reflects a favorable variance of **\$177,853** (3.67%) over total estimated General Fund revenues in the FY 2020/21 adopted budget suggesting the revenue forecasting methodologies and assumptions used last year were generally reliable.

Total secured property taxes, including property taxes in-lieu of vehicle license fees (VLF) are projected to have a positive variance of \$151,431 (6.20%) over the original adopted budget revenues of \$2,442,423.

Sales tax revenues, originally budgeted at a pandemic impacted total of \$467,527 are expected to increase to \$549,760, a positive variance of \$82,233 (17.59%). Analysis shows that during the pandemic, people have spent more on online sales, which positively affects the City's sales tax revenues. Further, the Wayfair decision, (discussed later in this document) also positively affects the City's sales tax revenues.

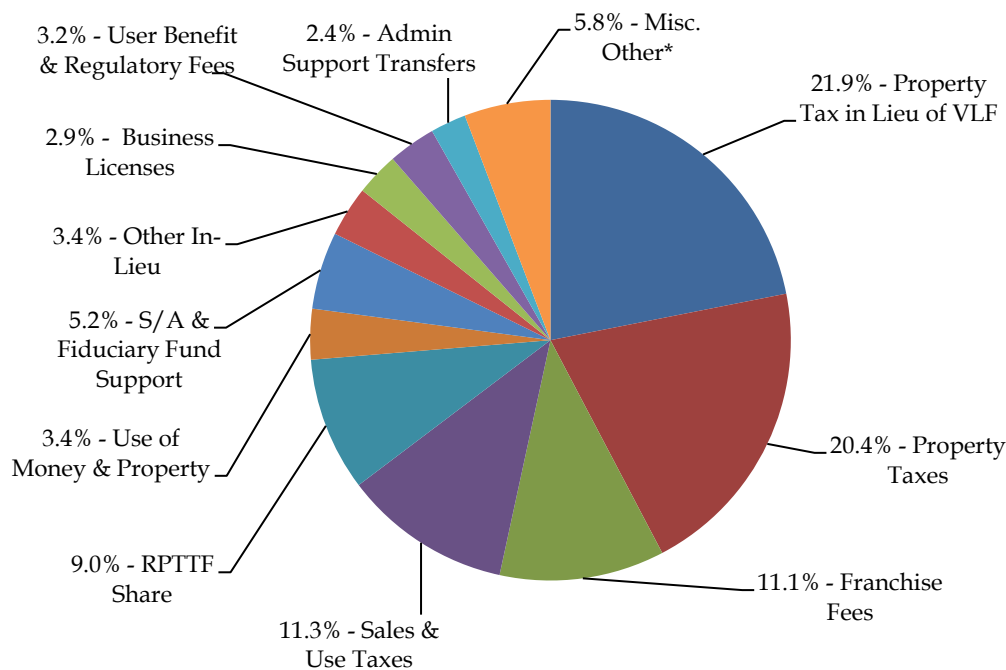
As noted previously, this positive revenue news was partially offset by negative variances elsewhere, primarily due to the COVID-19 pandemic. For instance, due to closures of various City facilities and parks, park use fees and meeting room fees are projected to be lower (\$4,370 and \$2,800 respectively) than what was budgeted for 2020/21.

Interest revenues are projected to be \$10,000 lower than the 2020/21 budgeted amount, primarily due to applying a conservative approach to estimating the total amount for the year. Due to continued low interest rates, as current City investments mature, they are replaced by investments with a lower yield, resulting in lower investment earnings.

FY 2021/22 Revenue Projections

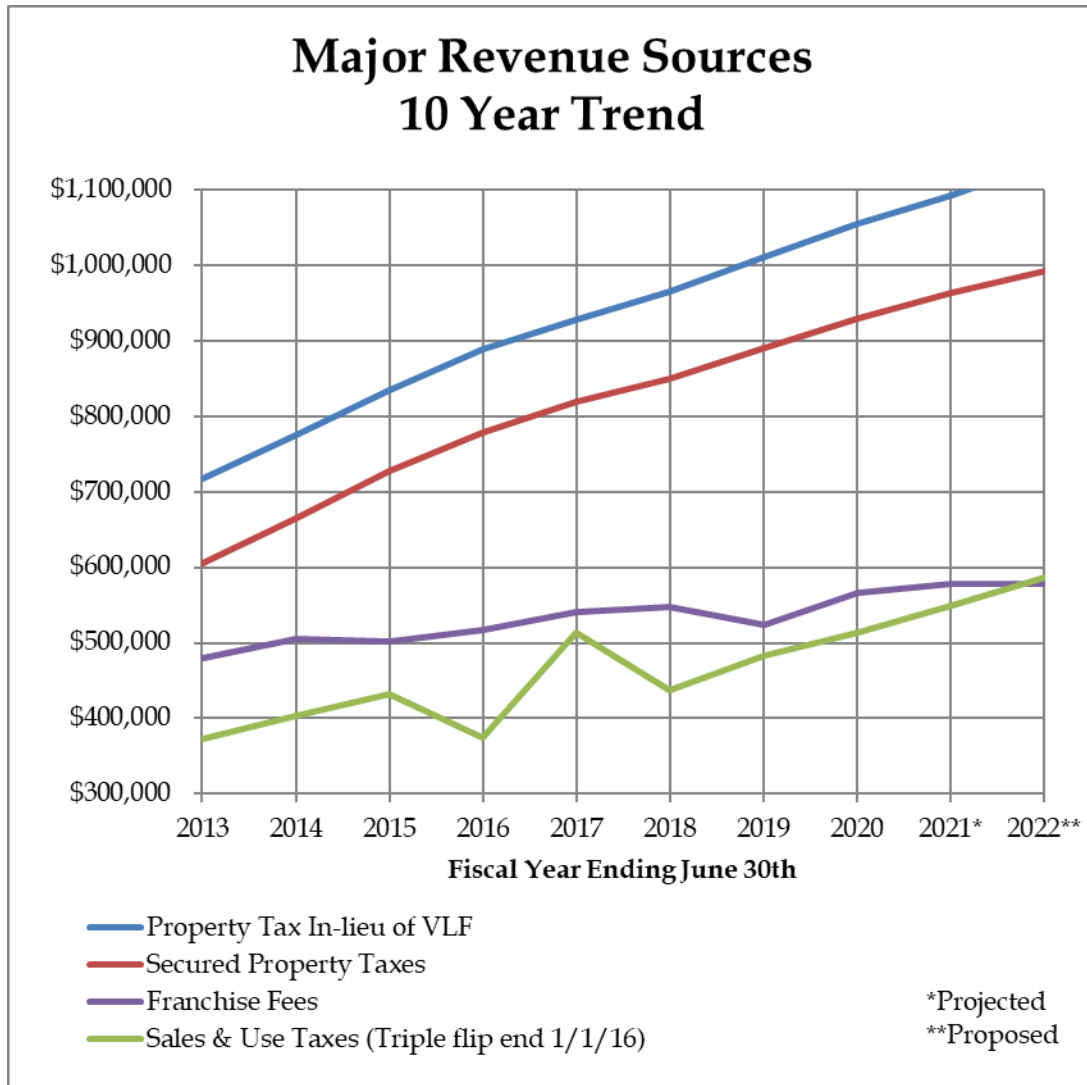
The FY 2021/22 proposed budget estimates total General Fund revenues of **\$5,185,450**. This is an increase of **7.04%** over the prior year adopted budget. This projection is supported by actual FY 2020/21 operational revenue results to-date and is reflective of current statistics suggesting the economy is recovering from any COVID-19 impacts.

**Budgeted FY 2021/22 Revenue
By Category**



*Individual sub-categories less than all others presented in this chart.

As illustrated in the previous pie chart, a noteworthy portion (64.7% of General Fund revenues) is concentrated in just four sources. The “slice of the pie” of these four major revenue sources remained consistent with the prior year’s budget. In order of significance these four key revenue sources include: (1) property tax in-lieu of vehicle license fees (VLF), (2) local secured ad valorem property taxes, (3) sales & use taxes, and (4) franchise fees. The following chart illustrates the ten-year trend of these four major revenue sources for the City:



This trend analysis illustrates the gradual recovery of local revenue sources following the “Great Recession.” Revenue sources with delayed downturns arising from the recession (i.e. property tax in-lieu of VLF and general property taxes) have made a comeback and have exceeded pre-recession levels since FY 2014/15, while sales and use taxes are steadily increasing, and franchise fees have flattened or started to decrease slightly.

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

Property Tax in - Lieu of Vehicle License Fees

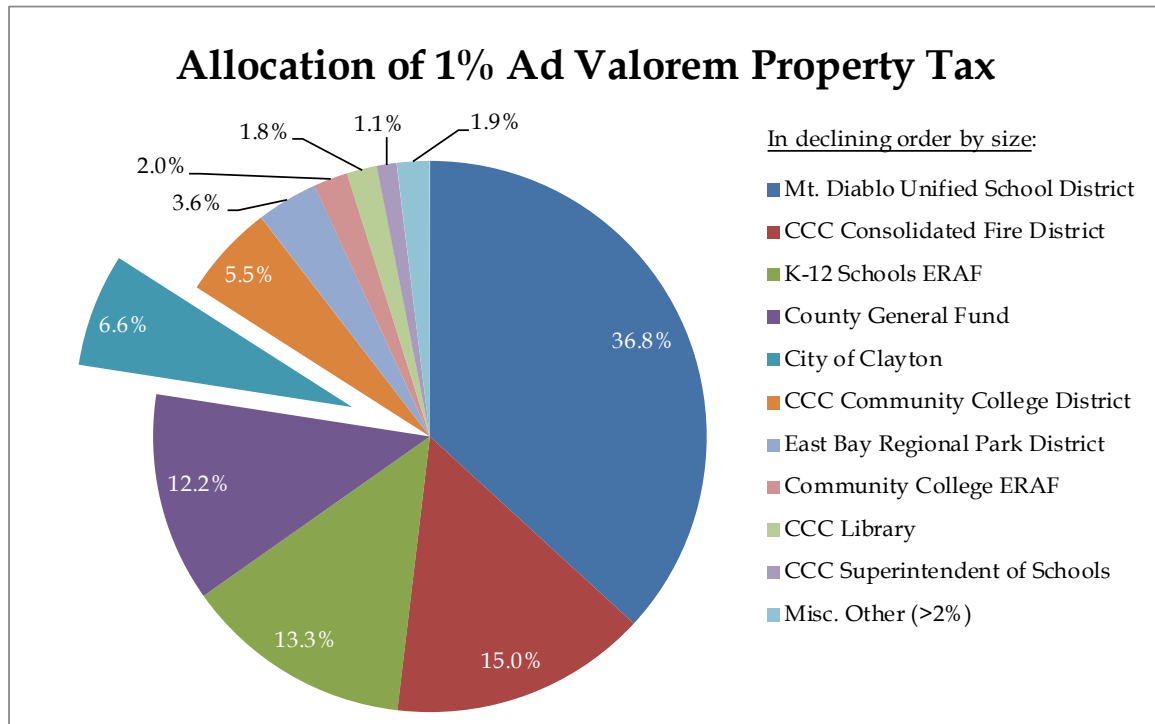
The largest revenue source, making up 21.9% of General Fund budgeted revenues for FY 2021/22, is property tax in-lieu of vehicle license fees (VLF). The VLF is an annual value tax on the ownership of registered vehicles. It is collected by the California Department of Motor Vehicles and then distributed to cities and counties. In 2004, the California State Legislature permanently reduced the tax rate from 2.0% to 0.65% of a vehicle's current market value. The reduction in VLF revenue to cities and counties was offset by an increased transfer of the state's share of local secured property taxes. The City is projecting revenue of \$1,137,266 in FY 2021/22, which is an increase of approximately 4.0% over projected actuals for FY 2020/21 and 4.5% over last year's budgeted figure.

Local Secured Ad Valorem Property Taxes

The second largest revenue source, making up 20.4% of General Fund budgeted revenues for FY 2021/22, is the City's share of the local ad valorem secured property taxes. Secured property taxes are tax imposed on the calculated and controlled value of real property such as land and permanently attached improvements. Proposition 13 (1978) limits the real property tax rate to one percent (1%) of a property's assessed value for ad valorem tax purposes. Furthermore, Proposition 13 also restricts annual assessed property value growth to an inflationary factor equal to the lesser of the annual October to October California Consumer Price Index or two percent (2%). Following the County Assessor's Office completion of the annual assessment roll, individual parcel taxes are calculated by the County Auditor-Controller's Office (ACO) and levied and collected by the County Tax Collector's Office. The County ACO then allocates taxes levied to local taxing agencies pursuant to a statutory allocation formula applicable to the tax rate area (TRA) the underlying parcel is located within.

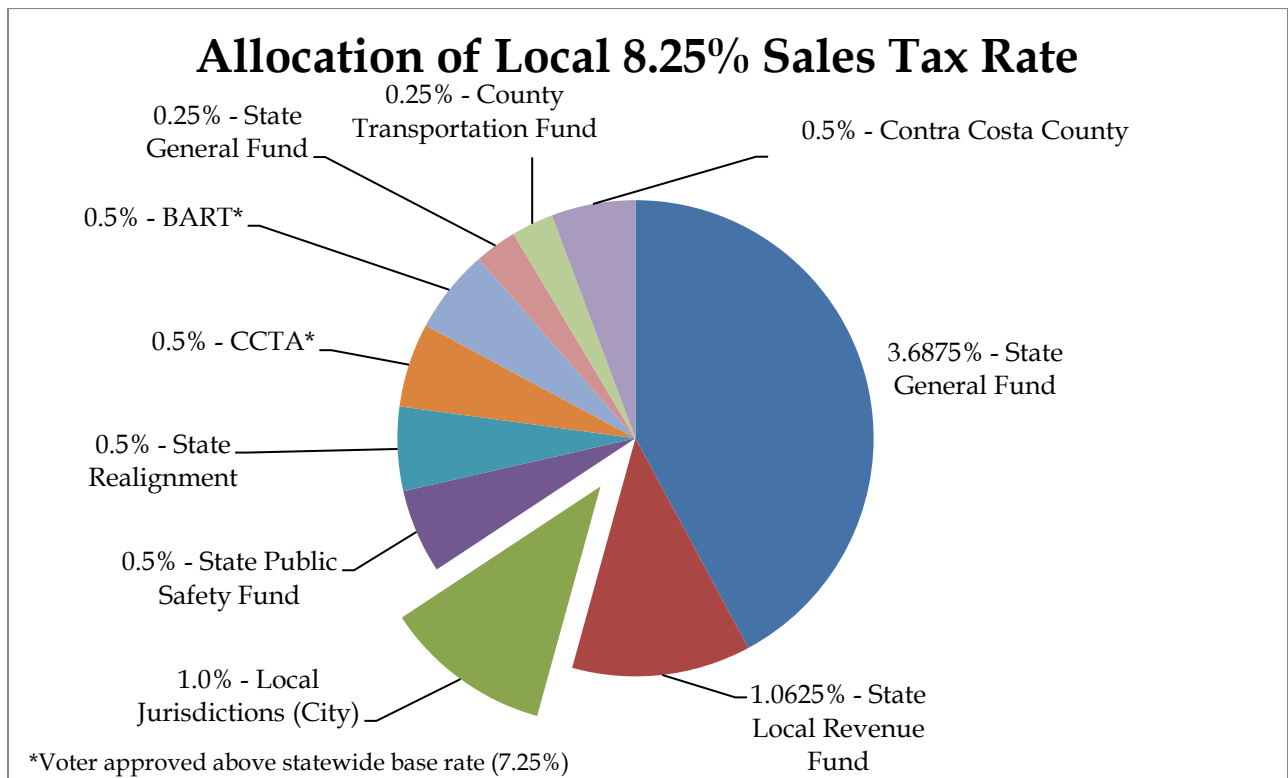
The City of Clayton has ten (10) such TRAs, with the largest TRA by current assessed value returning only 6.63% of the full one percent tax back to the General Fund. Comparatively, the City is considered a "low property tax city" stemming from the original implementation of Proposition 13 in 1978. For FY 2021/22, the City's share of secured local property tax revenues is projected to be \$992,164, which is an increase of approximately 3.0% over projected actuals for FY 2020/21 and 3.64% over last year's budgeted figure.

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



Sales & Use Taxes

The third largest revenue source, making up 11.3% of General Fund budgeted revenues for FY 2021/22, is sales & use taxes. This is a tax imposed on the total retail price of any tangible personal property, unless deemed specifically exempt by the California Department of Tax and Fee Administration (CDTFA), as well as the use or storage of such property when sales tax is not paid. Although the unadjusted general state-wide sales tax rate applied to transactions is 7.25%, the basic local rate (aka “Bradley-Burns” rate) returned to local agencies (i.e. City of Clayton) is only one percent (1%). This local share is unrestricted and must be received into the General Fund. In the City of Clayton, the applicable sales tax rate is currently 8.75% due to a combination of other additional local and regional voter-approved measures. The following is a pie chart depicting the current allocation of the 8.75% sales tax rate applied to all taxable transactions in the City of Clayton:



The City is projecting sales & use tax revenue of \$585,965 in FY 2021/22, which is an increase of approximately 6.59% over projected actuals for FY 2020/21. This projection is supported by historical local revenue trends as well as analysis performed by sales tax analysts HdL, Coren & Cone. On a regional level the economic outlook for the Bay Area continues to recover from the COVID-19 pandemic with inflationary growth in the annual April 2020 to April 2021 local consumer price index coming in at 3.8%.

Along with the aforementioned COVID-19 pandemic, another significant and uncertain factor impacting this key revenue source is the California state legislature's passage of Assembly Bill 147 (AB 147) on April 25, 2019. This bill authorized the CDTFA to enforce the collection of sales and use taxes on online retailers with "significant nexus" effective April 1, 2019. Consistent with the U.S. Supreme Court's *South Dakota v. Wayfair* decision, AB 147 defines significant nexus as online sales of tangible property in excess of \$500,000 during the preceding or current calendar year. Given the City of Clayton's limited presence of "brick and mortar" retail businesses generating sales taxes, this new legislation may result in a noticeable increase in sales & use tax revenues. Given these uncertainties, the City engaged the services of HdL, Coren & Cone to more accurately estimate sales and use tax revenues for 2020/21 and 2021/22. City staff will continue to monitor for unexpected fluctuations in this revenue source and recommend budgetary action to the City Council, if necessary, once new sales tax information incorporating the provisions of AB 147 becomes available.

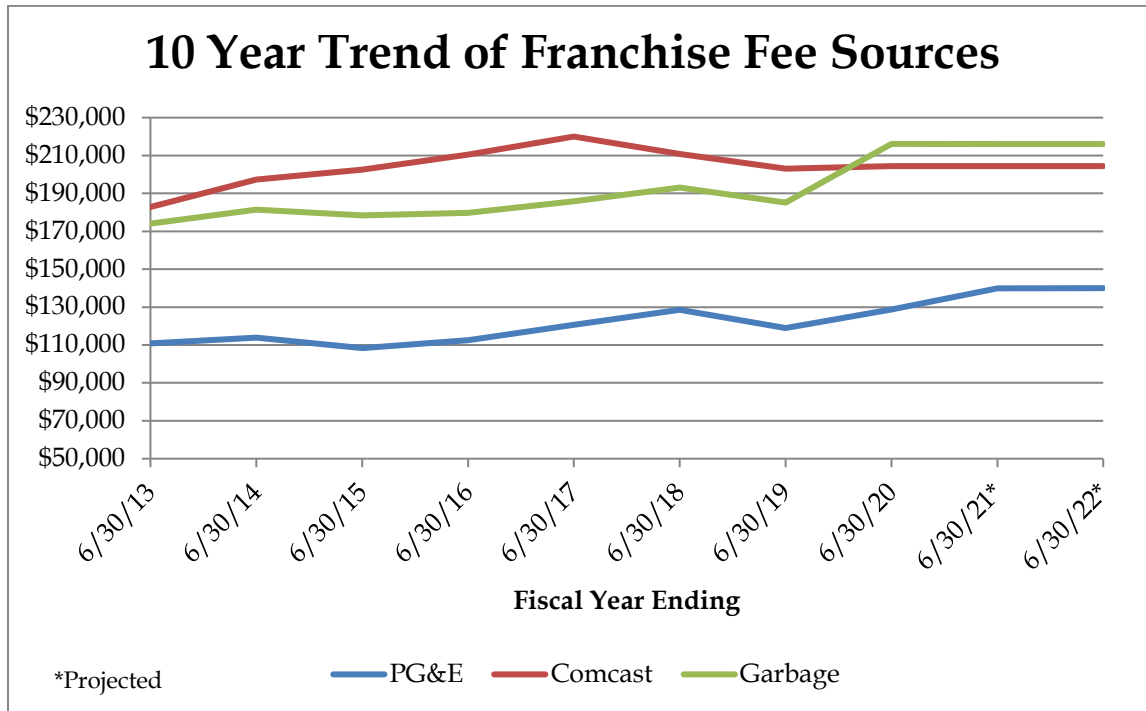
Franchise Fees

The fourth largest revenue source, making up 11.1% of General Fund budgeted revenues for FY 2021/22, is franchise fees. Franchise fees are rent paid by utilities or other businesses for the privilege of using the City's right-of-way (i.e. streets, sidewalks, etc.) to locate utility lines, operate vehicles, and/or conduct private business for profit. The City currently collects a 1% franchise fee from Pacific Gas & Electric and a 5% franchise fee from cable operators (i.e. Comcast and AT&T/Pacific Bell). In addition, the City collects a 10% franchise fee from Republic Services for its collection, transportation, disposal and diversion of solid waste and recyclable materials.

In the City's long-term forecasting of franchise revenues, staff had previously identified and communicated that the growth of streaming operations may eventually negatively impact the Comcast franchise fee as a reliable revenue source to local governments. This risk has now become a reality with FY 2018/19 Comcast franchise fee revenues falling short of the budget by \$18,000 (8.1%), which is the most significant year-to-year decrease in at least ten years. Again, this reduction is due to consumer migration to alternative cable-less options. Accordingly, budgeted revenues for Comcast franchise fees have been adjusted to reflect this reduction, and continued decreases seem to have curtailed.

Despite PG&E franchise revenues decreasing as recently as FY 2018/19, with franchise fee revenues falling short of the budget by \$10,872 (8.4%), revenues since have been increasing. Although PG&E franchise revenue projections outperformed the FY 2020/21 budget by 8.4%, FY 2021/22 revenues are projected to remain flat, due to the recent fluctuations.

In the aggregate, however, it is expected total franchise fee revenues from all sources will remain stable, growing by .06% over 2020/21 projected revenues in FY 2021/22 to a total of \$577,693. The following chart depicts the ten (10) year trend of the City's three major franchise fee revenues by source:



Redevelopment Property Tax Trust Fund Revenue

The fifth largest revenue source, making up 9.0% of General Fund budgeted revenues for FY 2021/22, is the City's share of the Redevelopment Property Tax Trust Fund (RPTTF) tax increment. Pursuant to Assembly Bill 1 26x, with the Clayton Redevelopment Agency's (RDA) dissolution in February 2012 (FY 2011/12), the Clayton "Successor Agency" became the heir to the RDA. The Successor Agency receives funds through the RPTTF sufficient to pay/retire debt service and enforceable obligations of the former RDA as requested through the semi-annual "Recognized Obligation Payment Schedule" (ROPS) process, which is subject to approval by the California Department of Finance (DOF). Prior to the City of Clayton receiving its share of RPTTF taxes levied by the County, monies are first used to pay County administrative fees, required tax sharing payments (i.e. pass through payments), and approved enforceable obligations on the Successor Agency's ROPS. Thereafter, the residual balance of the County RPTTF is distributed by the County to the school entities, city, county, and special districts based on their proportionate share of property tax revenues. The City of Clayton's share of this residual balance is approximately 6.96%.

The amount of RPTTF residual balance allocated to the City is negatively correlated with the amount of state-approved obligations included in each ROPS. For FY 2021/22, after incorporating the state-approved ROPS and pass-through payments as well as total RPTTF expected to be available in the County pool for funding, it is

projected the City will receive approximately \$464,424 in RPTTF revenues. FY 2021/22 budgeted RPTTF revenues are expected to increase by approximately 3.58% over projected actuals for FY 2020/21, as well as by 17.04% from last year's budgeted figure. As previously described, due to the process by which the amount of RPTTF distributable to the City is calculated, historical allocations of RPTTF to the City are not germane in predicting future allocations.

Fiduciary Funds Administrative Service Charges

The sixth largest revenue source making up 5.2% of General Fund budgeted revenues for FY 2021/22 is derived from administrative support charges from the Successor Agency and other fiduciary funds of the City. Since the creation of the Successor Agency in 2012, the City has received \$250,000 on an annual basis for administrative support services in accordance with *California Health & Safety Code* Section 34171(b). However, a few years following dissolution of the Successor Agency, the Governor's May 2015 trailer bill (AB 113) placed additional restrictions on the amount of administrative allowance an administering agency may receive, potentially resulting in a cap substantially less than the previous \$250,000 floor amount. The most detrimental impact of this trailer bill was to apply an administrative allowance cap of 50% to RPTTF monies actually "received" in the prior year, rather than to the total amount of "approved" enforceable obligations. The City experienced its first loss from this new state decree in FY 2016/17 when the City was allocated only \$231,915 for Successor Agency administrative support purposes.

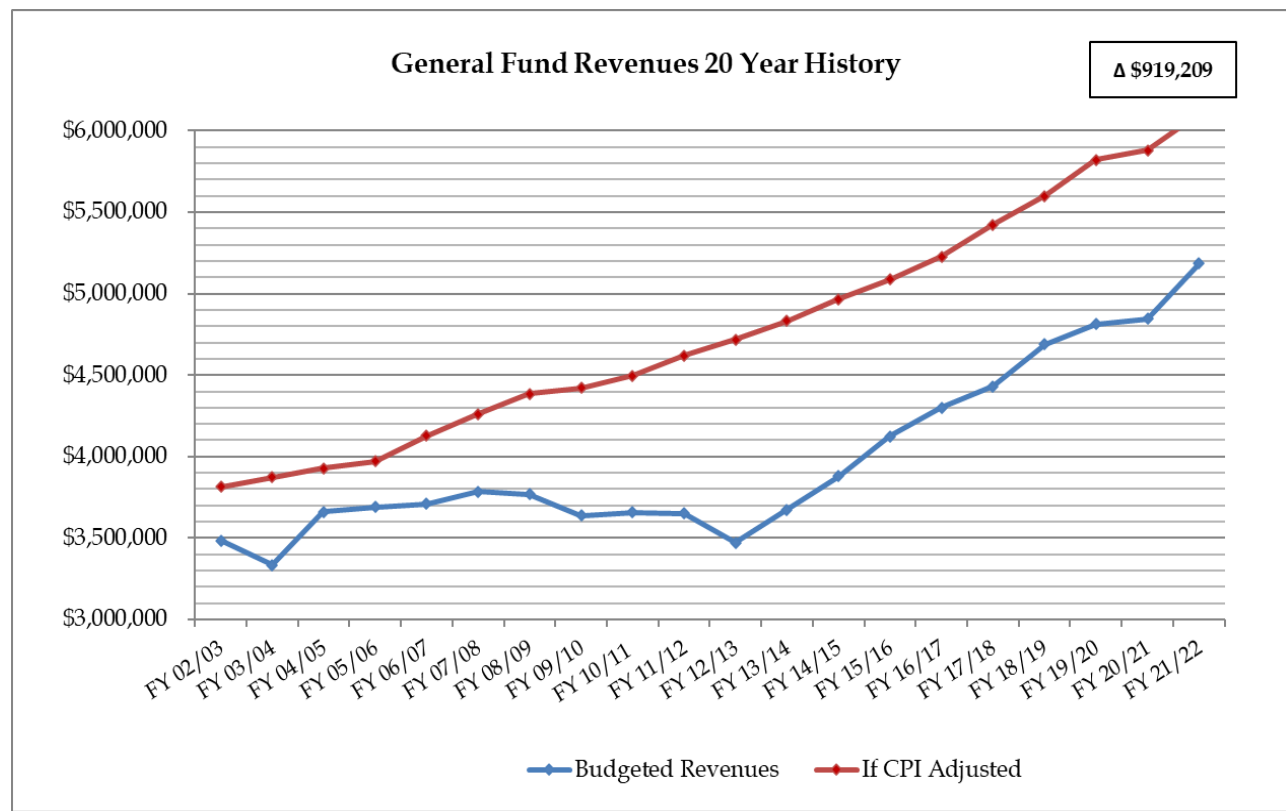
Pursuant to the March 26, 2021 Determination Letter issued by the California Department of Finance (DOF) approving the Successor Agency's 2021/22 Recognized Obligation Payment Schedule (ROPS), the City will be receiving its full administrative allowance of \$250,000 for FY 2021/22. Beginning FY 2022/23, these Successor Agency administrative allowance revenues are projected to drop permanently and fluctuate annually between \$196,000 and \$199,000 until the dissolution of the Successor Agency in FY 2025/26 following the maturity of the 2014 refunding Tax Allocation Bonds. Including administrative cost recovery from the other fiduciary funds of the City, the total Fiduciary Funds Administrative Charges line item is expected to be \$272,151. This reflects a 3.8% increase from projected actuals for FY 2020/21 for Fiduciary Funds other than the Successor Agency Fund, which remains the same at \$250,000.

Despite the County's assumption of the Oversight Board role effective July 1, 2018 pursuant to state law, the City has and will presumably continue to receive its annual administrative recovery revenue until dissolution of the Successor Agency. At this point no information has been made publicly available suggesting the elimination of this revenue, which would be catastrophic to the City's annual General Fund operating budget. However, given the City's exposure and the risk level, staff will

Continue to monitor legislative action by the state and report significant developments to the City Council.

Overall, as previously discussed, the principal sources of General Fund operating revenue are either increasing, suggesting the end of the COVID-19 pandemic is in sight.

When looking at a twenty (20) year history of General Fund budgeted revenues, actual revenue growth has clearly not kept pace with inflation. The following line chart, updated and presented annually, illustrates the growing difference between General Fund budgeted revenues versus FY 2002/03 base year revenues adjusted for annual changes in the consumer price index for the San Francisco-Oakland-Hayward region, with the difference in FY 2021-22 being \$919,209:



GENERAL FUND OPERATING EXPENDITURES

The proposed FY 2021/22 budget incorporates total General Fund appropriations of **\$5,177,482**, which reflects an overall increase of **6.89%** compared to the prior year's adopted budget.

FY 2020/21 Operating Expenditure Projections

The starting point for developing next year's budget is forecasting current year results and comparing to the budgetary projections. General Fund operational expenditures are expected to total approximately **\$4,871,593** by the close of FY 2020/21. If realized, this projection will result in an unfavorable budgetary variance with expenditures coming in **\$27,787** (5.74%) higher than the original adopted FY 2020/21 General Fund budget of \$4,843,806, but a savings of **\$6154** (0.13%) relative to the budget as amended at Mid-Year. This variance suggests departments were generally successful in controlling their budgets within the constraints of the City Council approved legally enforceable departmental budgets.

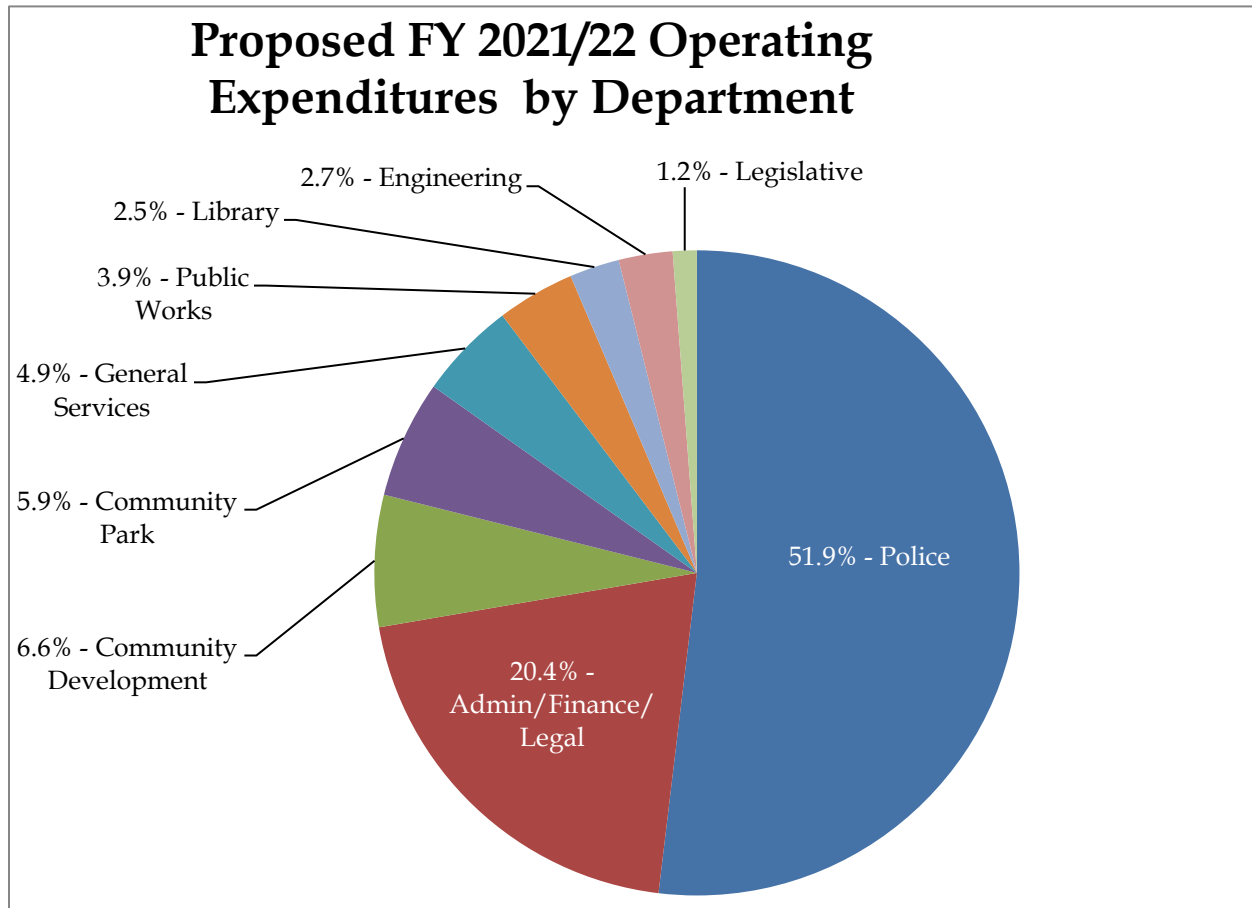
FY 2021/22 Proposed Operating Appropriations

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

GENERAL FUND DEPARTMENTAL ADOPTED OPERATING BUDGETS			
DEPARTMENT	FY 2021/22	FY 2020/21	% CHANGE
LEGISLATIVE	\$ 63,471	\$ 66,334	-4.32%
ADMIN / FINANCE / LEGAL	1,055,988	968,539	9.03%
PUBLIC WORKS	201,462	189,608	6.25%
COMMUNITY DEVELOPMENT	343,416	344,161	-0.22%
GENERAL SERVICES	252,597	191,248	32.08%
POLICE	2,689,035	2,525,923	6.46%
LIBRARY	127,181	139,831	-9.05%
ENGINEERING	137,835	128,150	7.56%
COMMUNITY PARK	306,500	290,012	5.69%
TOTAL	\$ 5,177,485	\$ 4,843,806	6.89%

The bulk of the increase in proposed appropriations pertains to the General Fund's Police Department budget, which is analyzed and discussed in greater detail later. Despite the proposed increase in appropriations exceeding this year's inflationary consumer price index rate as well as the operational revenue growth rate, it should be noted the proposed FY 2021/22 budget plans for the City providing once again the same level of public services to the community with no reductions or cuts.

The following pie chart illustrates each department's proportionate share of total proposed General Fund operating expenditures for FY 2021/22:



The order of departmental appropriations by proportional share of the General Fund is consistent with the prior year's adopted budget, suggesting no significant change in the priority of City programs.

As anticipated, the Police Department's share of proposed General Fund appropriations in FY 2021/22 is a majority share of total appropriations at 51.9%. As such, when considering the departmental distribution of appropriations, it is important to note for every \$1.00 paid by taxpayers as general tax revenue to the City, slightly over one-half of the tax monies (~52¢ of every \$1) is used to provide local law enforcement services to the community.

As a service organization, unsurprisingly the cost for personnel services comprises the bulk of General Fund appropriations. The proportion of expenditures related to personnel services remained relatively steady decreasing only slightly by 1.34% to a total of approximately 65.54% of the overall proposed operating General Fund budget. Overall the proportion of General Fund appropriations attributable to labor-related costs has been controlled and remained relatively steady at approximately two-thirds of the General Fund budget over the past eight-plus years.

Legislative Department (No. 01)

This is the smallest General Fund department making up 1.2% of proposed budgeted operating expenditures. Services funded by this department generally include: City Council members to set policy goals and objectives for the community, regular and special meetings of the City Council and recordings thereof, administering elections, and steering City promotional activities. Proposed appropriations of this department reflect a decrease of 4.32%.

Admin / Finance / Legal Department (No. 02)

This department makes up 20.4% of proposed General Fund budgeted operating expenditures. By its nature, the Admin/Finance/Legal Department provides essential administrative, oversight, and supportive services for all of the City's direct-cost programs including but not limited to: police, community development, parks and landscape maintenance services, capital improvements, etc. Comprised of approximately 5.3 permanent full-time equivalent employees, functions funded by this department include, but are not limited to: executive management and policy execution; legal counsel; human resources; financial, budgetary and compliance reporting; treasury and investment management; payroll and benefits administration; disbursements; revenue collection; records retention management and public records act facilitation; and facility rentals. Proposed appropriations reflect an increase of 9.03% from the prior year adopted budget, primarily due to increases in salaries, benefits and allocated legal services costs.

Public Works Department (No. 03)

This department makes up 3.9% of proposed General Fund budgeted operating expenditures. Services funded by the Public Works Department include the maintenance of city hall and the adjacent corporation yard as well as maintenance of the City's five neighborhood parks (El Molino, Lydia Lane, North Valley, Stranahan, Westwood, as well as future maintenance of the Dog Park). Proposed appropriations of this department reflect an increase of 6.25% over the prior year primarily attributable to increases in HVAC repair costs, janitorial services, general supplies and contract seasonal labor.

Community Development Department (No. 04)

This department makes up 6.6% of proposed General Fund budgeted operating expenditures. Comprised of approximately 1.9 permanent full-time equivalent employees, services funded by the Community Development Department generally include, but are not limited to: long-range planning and special studies (i.e. transportation, housing, zoning, etc.); ensuring compliance of land development and private party design proposals with local, state, and federal regulations; municipal code enforcement; and administration of the city's low to moderate income housing program. Proposed appropriations reflect a decrease of 0.22% over the prior year adopted budget and assumes a fully staffed department.

General Services Department (No. 05)

This department makes up 4.9% of proposed General Fund operating budgeted expenditures. By its nature, the General Services Department captures essential support costs shared amongst all of the City's departments and funds. Functions funded by this department include, but are not limited to: city-wide risk management and insurance premiums; computer, software, and network technology support; and office supplies and shared printer/copy/scanning costs (excluding those of the police department which is tracked separately). Proposed appropriations for this department are expected to increase 32.08% over the prior budget due to increased insurance costs. Computer/IT services previously expended from this department will for the second year, continue to be paid using Comcast PEG fees in the Restricted Grant Fund.

Police Department (No. 06)

This is by far the largest General Fund department making up 51.9% of proposed General Fund budgeted operating expenditures. This is the only department that works 24 hours, 7 days a week, and 365 days a year. This includes staffing and associated operations such as contract dispatch services and vehicles. A department providing this coverage for community safety therefore would be the largest portion of the budget, and expected to account for over 50% of the operational budget. Services funded by the Police Department include, but are not limited to: traffic enforcement, vehicle collision investigation, crime investigation, animal control (contract), dispatch services (contract), and police records management. This department is comprised of twelve (12) permanent full-time equivalent employees, ten (10) of whom are permanent full-time sworn police officers (including the Chief of Police) and two (2) of whom are police operations support personnel. The City's eleventh (11th) sworn police officer is and has long been funded by the Supplemental Law Enforcement Services Fund (SLESF) restricted-use funding source, which is tracked in the City's Grants Fund and discussed in greater detail later.

Proposed operating appropriations for this department reflect an increase of 6.46% over the prior year adopted budget. Of this \$163,112 increase, \$140,704 or 86.26% are increases in negotiated salaries and other cost increases.

Library Department (No. 07)

This department makes up 2.5% of proposed General Fund budgeted operating expenditures. Services funded by the Library Department include but are not limited to: City maintenance of the City-owned Clayton Community Library building, grounds and equipment. Funding Sunday and weekday County Library staffing hours beyond the County's base has been discontinued for FY 2021/22 due to the cost estimate from the County increasing over 400%. Proposed operating appropriations reflect a decrease of 9.05% over the prior year's budget.

Engineering Department (No. 08)

This department makes up 2.7% of proposed General Fund budgeted expenditures. Services funded by the contract Engineering Department include but are not limited to: administration of the City's capital improvement program, plan check and review of construction/development plans, administration of the City's encroachment permit program, and management of several benefit assessment districts. Professional engineering services are estimated to increase 3.8%. The agreement with Harris & Associates calls for an annual adjustment of their rates based upon the June to June Consumer Price Index change for the San Francisco Bay Area.

Clayton Community Park Department (No. 09)

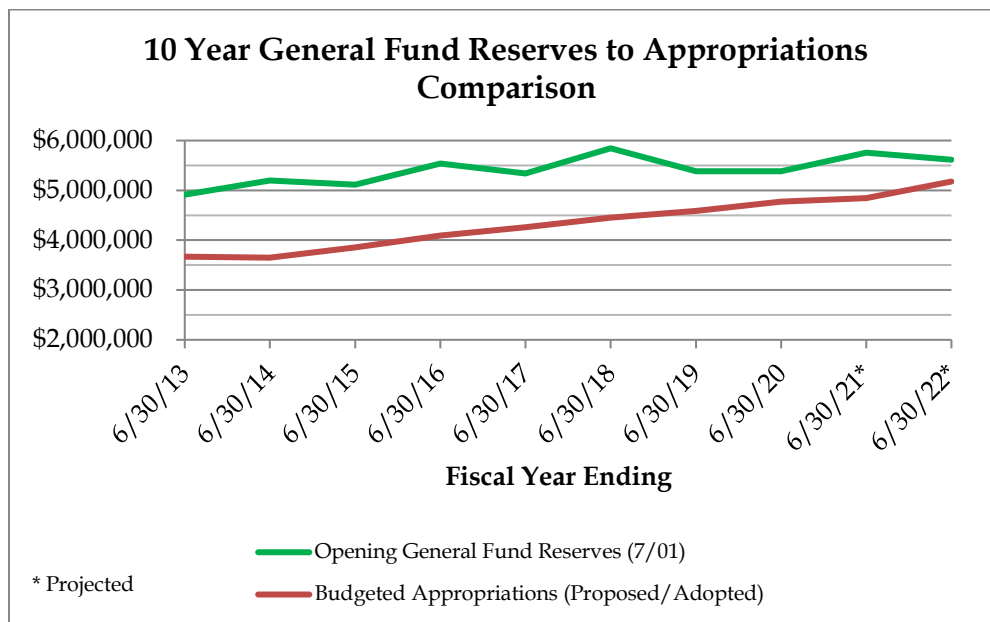
This department makes up 5.9% of General Fund operating appropriations included in the Proposed Budget. Services funded by the Clayton Community Park Department include but are not limited to: landscaping of the park grounds, maintenance of recreational sporting fields and related equipment/facilities, repairs and maintenance of the water irrigation network, and trash removal. Operating appropriations of this department are proposed to increase by 5.69%.

GENERAL FUND RESERVES

FY 2020/21 Projected Operational Excess

The prior year adopted City Budget anticipated an operational excess resulting from operations of \$425. Due to favorable budgetary variances on both the revenue and expenditure sides, it is projected FY 2020/21 will close with an operational excess of **\$150,491**. Although the results of both General Fund revenues and expenditures are projected to come in better than budgeted, the favorable budgetary variance on the revenues side, primarily property taxes and sales taxes is the leading factor in the year projecting to end more favorably than originally budgeted.

The following line chart illustrates a ten-year comparison, by fiscal year, of opening General Fund reserves to adopted appropriations for that same fiscal year. For purposes of this analysis, General Fund reserves are defined as total General Fund balance per the underlying audited financial statements less any outstanding City Council-approved assignments or commitments of excess reserves.



Establishment of Rainy- Day Fund for Operational Excess Earmarks (Fund 110)

In FY2020/21, the City Council established the Rainy-Day Fund, which Operational Excess's earmarked by the City Council can be transferred. Establishment this fund allows better tracking of these earmarked funds.

FY 2021/22 General Fund Reserves Status

By set City Council formal policy, a minimum General Fund reserve has been set at \$250,000 for never-to-be-expended “catastrophic” purposes. In practice this has been implemented and easily complied with, indicating that this floor requirement should be re-evaluated and possibly elevated at some point. However, the practicing Policy Goal of the City Council is to establish and retain an undesignated reserve of 50% relative to the annual General Fund Budget. The FY 2021/22 proposed budget projects total General Fund reserves, net of unspent City Council earmarks of excess reserves, to be **\$5,615,104** as of July 1, 2021. This reserve balance is **1.08** times the proposed General Fund operational appropriations for FY 2021/22. Subtracting the “untouchable” minimum reserve of \$250,000 to reflect true reserve equity lowers this ratio to a still healthy **1.04** (\$5,365,104). This measurement demonstrates the effectiveness of the City’s prudent fiscal policies over the long-run.

Comparison of Budget to Actual Net Increase (Decrease) to General Fund Balance

A ten-year comparison of the net change to the General Fund balance shows that the audited actual net change consistently outperforms the budgeted net change due to a combination of actual revenues coming in higher than budgeted while actual expenditures are lower than budgeted. This reflects a continued best practice of budgeting conservatively.

	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020
Net Increase (Decrease)										
Budgeted	-	-	(197,464)	24,320	27,286	28,516	(239,953)	(260,586)	(170,102)	(46,643)
Actual	98,260	375,629	26,164	(143,156)	389,892	204,902	299,222	(250,810)	93,674	404,425
Difference	98,260	375,629	223,628	(167,476)	362,606	176,386	539,175	9,776	263,776	451,068

SPECIAL REVENUE FUNDS

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

A. HUTA Gas Tax Fund – No. 201

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

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

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

Due to the City's pattern of heavy reinvestment of HUTA tax funds into maintenance and repair of local streets and roads, our City has been successful in its upkeep of this infrastructure. In total, the City has invested over \$1.5 million of HUTA tax monies into street repaving and improvements capital projects over the last ten fiscal years (since FY 2010/11). This accomplishment has enabled Clayton to consistently remain in the Top 5 best average pavement condition streets within Contra Costa County and greater Bay Area. Clayton is currently ranked No. 3 in all of the Bay Area and tied for No. 1 in Contra Costa County with a PCI of 82. This Pavement Condition Index (PCI) ranks Clayton's overall street system in the "Very Good" category, with the average Contra Costa PCI being 70 (Good) and Bay Area PCI being 67 (Fair). Pavements are rated from 0 to 100 with 100 being the index assigned to a newly paved street.

Utilizing the latest projections published by the League of California Cities, the FY 2021/22 HUTA gas tax revenues are estimated to total \$320,383, reflecting an increase of approximately 11.7% from FY 2020/21.

Consistent with the prior year plan in order to use existing HUTA Gas Tax fund reserves for eligible City streets projects, the proposed budget plans to draw down all available reserves and ends FY 2021/22 with fund balance of \$1,780 consistent with state policy to "use it or lose it."

B. RMRA Gas Tax Fund - No. 202

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

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

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

The restricted-use of RMRA gas tax monies is similar, but not identical, to HUTA gas tax monies. Pursuant to *California Streets and Highways Code* section 2030, RMRA allocations must be deposited into a separate restricted-use fund and may only be used for projects that include but are not limited to: road maintenance and rehabilitation, safety projects, railroad grade separations, traffic control devices, and complete street components.

Consistent with the City’s regular objective to use all available HUTA gas tax reserves for eligible City streets projects, the proposed RMRA Gas Tax fund budget also plans to draw down all available reserves over the next several years, transferring funds to the Capital Improvement fund for eligible streets projects.

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 2020/21 budget process, there was not the ability to schedule a Trails and Landscape Committee meeting prior to the budget preparation for City Council. Staff will meet with the TLC and then forward their review and any additional or modified recommendations to the City Council prior to budget adoption. 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 proposed 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:

<u>Project Description</u>	<u>Amount</u>	<u>Project ID</u>
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

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Repave/Repair/Crack Seal Trails	\$ 30,000	7306
Native open pace planting pilot project	\$ 12,500	7520
Trim up trees btwn Blue Oak/Keller	\$100,000	LMD 2021-2
Tree Trimming streets/trails	\$300,000	7440
Total	\$817,500	

Due to drought conditions replanting projects are not proposed 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 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 \$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 proposed 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 proposed 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 2020/21. 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.

D. The Grove Park Fund - No. 211

The Grove Park officially opened to the community on January 12, 2008 and on May 29, 2008, the City Maintenance Department assumed full responsibility for the care and maintenance of The Grove Park. On Opening Day, the public park immediately became the signature statement of our community, and ever since it has been the popular gathering place for residents and visitors to the Clayton Town Center. Voters originally

approved this restricted special parcel tax in November 2006 (Measure O) to maintain the park for ten (10) years, with the levy first collected in FY 2007-08. In November 2014, the voters overwhelmingly elected to extend The Grove Park special parcel tax for an additional twenty (20) years [from 2017/18 through 2036/37] through the passage of Measure P (81.3% positive vote) making FY 2021/22 the 15th year of the restricted-use special parcel tax's existence. Operations for The Grove Park are accounted for by the City in a legally separate restricted-use special revenue fund.

Pursuant to the terms of voter-approved Measure P, the special parcel tax rate may be modified annually by the change in the consumer price index (CPI) from April to April. However, in no event shall the tax rate be increased by more than 3.0% each year. The CPI change (from April 2020 to April 2021) was 3.8%. Accordingly, The Grove Park's proposed budget for FY 2020/21 incorporates an increase to the special parcel tax levy of 3.0% to a total of \$143,796 resulting in a minor increase of \$4,188 over the prior year's adopted budget. The capped CPI growth adjustment will result in an increase of \$0.66 per residential parcel over the prior year rate (last year's single family rate was \$22.18; with the CPI adjustment factor the new rate will be 22.84).

The Grove Park fund received its 10th and final installment of the generous \$10,000 annual donation from Endashiiian, Inc. (developers and landowners of the CVS/Pharmacy store site - formerly Longs Drugs Store), four years ago in FY 2016/17. Despite the conclusion of this ten-year pledge, Endeashiiian, Inc. graciously donated an additional \$1,000 to The Grove Park fund in both FY 2017/18 and FY 2018/19, which was both unexpected and unsolicited. No funds were received during FY 2019/20 or 2020/21.

During FY 2020/21 due to limited staffing due to Pandemic conditions, restrictions on certain outside activities and no community events that used The Grove Park, overall actual expenses were less than budgeted. The Grove Park fund is projected to maintain a positive reserve balance of approximately \$406,930 by the close of FY 2020/21 with reserves slightly decreasing to \$377,618 as funds are proposed to be used for various maintenance, replacement-repairs and to improve safety. Of this projected FY 2020/21 ending fund balance amount, \$84,202 is projected to be in the asset replacement reserve approved in the adoption of Measure O; \$75,000 in the unallocated stabilization reserve (increasing by \$5,000 annually), and \$218,416 in unrestricted reserves. As The Grove Park's apparatus and infrastructure ages following fourteen years of heavy public use, these reserves will be critical to maintain this public gem.

For FY 2021/22, it is projected total operational expenses of \$120,169, which is in addition there are one-time expenses for capital outlay total \$97,000 for a total budgeted expenses of \$217,169. The expenses will be offset by revenues totaling \$143,796, plus \$65,973 in fund balance use (asset replacement and unrestricted reserve use).

As The Grove Park continues to mature and its public attraction increases, more City Maintenance Department personnel time may be necessary to keep it in a condition worthy of the City's signature piece. During the summer and on Saturday Concert Series weekends, a part-time seasonal maintenance worker is assigned to perform routine maintenance and oversight tasks at The Grove Park to ensure this highly-visible asset shines for our community. The adjacent municipal well provides landscape irrigation and other non-potable water needs of The Grove Park, saving considerable taxpayer monies compared to the metered water prices of Contra Costa Water District.

To continue to meet the operational objectives of The Grove Park, appropriations of \$217,169 are proposed for FY 2021/22, with total revenues of \$151,196 it results in a projected use of \$65,973 from the fund balance for one-time expenses. Nevertheless, the Grove Park fund's total reserves remain sufficient beyond its normal yearly operations.

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

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

Due to the restricted amount of voter-approved assessments, the GHAD levies an annual assessment that generally produces the same amount of revenue each year for general geologic hazard abatement purposes within the Oakhurst Development (adjusted only for CPI annually). For FY 2021/22, assessment revenue is projected to be approximately \$44,894 which incorporates an April 2020 to April 2021 consumer price index (CPI) inflationary increase of 3.8%. Currently, it is unlikely property owners within the district would approve a significant rate increase sufficient to arrest or mitigate hillside movements. Interest earnings are insignificant for the GHAD fund estimated to be \$210, which operates for most of the 12 months in a cash-flow deficit. The assessment revenues are not received by the GHAD [City as its fiduciary agent] until property owners pay their property tax bills in December and again in April each year.

Management expenses proposed for the GHAD this year include \$5,000 for City Engineering services (District Manager) and \$1,000 allocated for specialized legal services. Although litigation has been settled, the GHAD is still internally assessed a

share of the City's general liability insurance premium increases which were historically propelled by the Oakhurst hillside movement litigation, which served lawsuits against the GHAD as well as the City. This annual expenditure (\$7,000 in FY 2021/22) must remain for several years following settlement of the litigation as those defenses pertaining to the GHAD's share of General Fund insurance premium expenses still impact the annual calculation of the City's general liability insurance premium for that prospective time period. Since the GHAD does not have its own employees, a base transfer of \$8,169 to the City's General Fund for general administrative and clerical support services is critical to sustain the bare existence of the District (18% of annual assessment). County administrative fees to levy, collect, and disburse the GHAD property tax bill assessment are estimated at \$1,550.

Project costs totaling \$104,412 are planned for FY 2021/22, which includes monitoring reports, minor/emergency repairs and repair to section of Ahwanee Lane near Miwok. Accordingly, and due to the limited financial resources available, the GHAD is projected to fully utilize its reserves and need a transfer of \$20,084 from the Presley Settlement Fund (Fund 213) to fund these key projects by the close FY 2021/22. Although these projects are designed to improve current conditions, no significant geologic hazards can be abated in exchange for the relatively small total assessment levy. The GHAD maintains its legal life with the foresight and wisdom that affected property owners might someday wish, or need, to proactively utilize this legal instrument to address hillside movement remediation.

F. Presley GHAD Settlement Fund - No. 213

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

For FY 2021/22 \$20,084 is planned to be used and transferred to the GHAD Fund 212, to cover the GHAD operational/project shortfall. After the inclusion of projected interest earnings to this fund of approximately \$1,800 it is anticipated this fund will end FY 2021/22 with a positive reserve balance of **\$95,669**. These monies may yet be tapped for further area repairs to damaged public infrastructure and/or arrest hillside movement in the future, as well as deficit operations of the GHAD fund.

G. Neighborhood Street Light Fund - No. 214

This fund accounts for the operations of the Clayton Neighborhood Streetlight Benefit Assessment District. This restricted-use assessment is collected through the real

property tax bill on Clayton residential properties [current assessment ranges from \$8.34 - \$43.54 per residential unit per year]. Since FY 2000-01 (for twenty-one consecutive years), the City **has not requested or increased the rate charged to real property owners** for the public street lights in their neighborhoods. These assessments are restricted for public street light operations and maintenance within residential neighborhoods, excluding arterial streetlights, which are funded through HUTA gas taxes accounted for in a separate restricted-use fund. This fund's proposed budget incorporates the same amount in revenues as last year (\$125,991) since this assessment can only be increased by affirmative vote of the assessed property owners pursuant to the law (Proposition 218). Total proposed appropriations of the fund are \$162,336.

In order to continue providing current services within the existing assessment rate, consistent with the prior year and recent years, a draw on existing reserves is expected in FY 2021/22 by approximately **\$35,575**. One alarming projection in the proposed budget is the expectation the gas and electrical line item (account 7335) will now exceed the total assessment of the district by itself.

At the current rate of reserve use, this fund has **just one full fiscal year left** of operational reserves before the fund is expected to run out of money in FY 2022/23. Clearly, given annual hikes in PG&E electrical rates and the longtime zero increase cap on the assessment amount (since FY 2000/01) the fund has been in a structural deficit position for several years which will need to be addressed in the near term. With a projected opening positive reserve balance of only \$19,631 at the end of FY 2021/22 it is likely to be insufficient to cover operational costs for FY 2022/23, there is justification to approach voters for an increase to this annual assessment .

It has been 21 years since the Neighborhood Street Light Benefit Assessment rates were raised, and the law is clear voter approval is mandatory to do so. Absent an increase to the assessment to capture inflationary growth, should the fund deplete its reserves in FY 2022/23 as currently projected, a policy call would likely be needed to either fund the annual operating deficit with a General Fund subsidy (further depleting limited revenues necessary for existing basic public services) or by turning off selected neighborhood streetlights. Redirecting street lighting costs to the HUTA Gas Tax Fund is not advisable as it would reduce funds vital in keeping Clayton's streets in top notch condition (currently tied for second place in the entire Bay Area). Conversely, should the annual assessment be lowered by City Council action (under a public policy theory that plentiful reserves should become a pseudo rebate to taxpayers), the lowered street light rate is then locked in and cannot return to its higher rate in the next or subsequent years without an affirmative two-thirds vote of the property owners. It is further noted the reserve position of this fund does not incorporate an amortization program for replacement of aging or deteriorated wooden street light poles.

H. Stormwater Fund – No. 216

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

By previous Council action long ago, this real property tax levy was maximized at its allowable cap in year 2000, which is projected to net the City \$74,109 for local use in FY 2021/22. In reality, the assessment generates higher gross revenues (\$126,306), however the following purposes snag portions of the City's local levy before ever touching our local coffers:

Contra Costa [Cities] Clean Water Program	\$	34,397	
Commercial Building Inspections by Sanitary Dist.		8,000	
County Auditor-Controller Administrative Fee		3,800	
Reserve Fund for the Clean Water Program		3,000	
Flood Control District Management Expense		3,000	
		<hr/>	
Total Revenue Offsets:	\$	52,197	41.32%

In addition the City must pay an annual NPDES Regional Discharger Fee to the State projected to be approximately \$9,000, further dipping into the annual local assessment levied by the City.

The City's 5-year Stormwater Permit (MRP) is issued by the San Francisco Regional Water Quality Control Board. Public agencies, including Clayton, are now under requirements to elevate enforcement, monitoring measures, and treatment projects each year to ensure cleaner stormwaters. This permit, called MRP 2.0, was issued in 2016. The permit contains additional and enhanced requirements for cities such as: managing litter that can get into its drainage and creeks from private and public properties; PCB and Mercury pollutant testing/monitoring; maintenance and enforcement activities; "green infrastructure" which would set forth standards for cities to redirect existing storm drainage water from streets, sidewalks and parking lots and buildings into landscape areas; and enhanced Integrated Pest Management (IPM) policies, practices and mandatory training and certifications. These additional permit terms will continue to impact the Stormwater fund's reserves. As other cities in the state are experiencing similar funding constraints, State legislation (SB 231) did allow for consideration by the voters through a Prop 218 process to address some Stormwater improvements; however the legislation did not fully rectify the needs of local cities as it related to the permit mandates. The next permit (MRP 3.0) is planned for issuance for use beginning in FY 2022/23 and will likely contain even more unfunded mandates.

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

The GI mandate has two main elements to be implemented:

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

The Green Infrastructure Plan requirements and deadlines are:

- Prepare a framework or workplan to be approved by the Permittee's City

Manager or governing body, and submit it to the SF Regional Water Board with its FY 2016/17 Annual Report. This was completed in October 2018.

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

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

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

City staff reviewed and compiled an initial list of its City Council approved CIP budget projects and submitted it with its FY 2015/16 Annual Report, and has updated it thereafter as needed in its Annual Report filings. During FY 2019/20 a City staff working group consisting of the Stormwater Manager/Assistant to the City Manager, City Engineer, and Community Development Director, along with outside consultants prepared Clayton’s draft GI Plan. This work effort was funded by a City Council earmark of \$50,000 of FY 2016/17 General Fund annual excess monies. In April 2019 the City Council authorized a consultant contract to prepare this plan, which was filed with the Annual Report as required in the permit in October 2019. [Of the \$50,000 allocated only \$18,685 was utilized, the residual (\$31,315) was placed in the Rainy Day Fund 110 for future allocation].

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

As noted previously, the current permit contains mandated trash reduction requirements which are met through the implementation of the full trash capture

devices. The City has installed and maintains twenty-five (25) devices in its four (4) designated trash management areas. Through this effort we have been able to achieve a 100% reduction in trash load baseline, and thereby permit compliance. The City of Clayton is one of only a few Bay Area cities to have already achieved this goal. However, recent refinements by the SF Regional Water Board to this requirement may mandate the installation and maintenance of additional full trash capture devices to remain in compliance.

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

Such permit conditions necessitate ever-increasing expenditures (for reports, studies, documentation, monitoring and projects) which will eventually consume current levy revenues. However, no new funds exist to help address these state mandates. Initial staff analyses reveal an additional \$225,000 to \$515,000 in annual costs could someday impact the City's fiscal operations for current and future state-mandated stormwater purpose alone. Only a Proposition 218 voter approval action can increase the levied rates. The failure of the Clean Water Coalition's Proposition 218 ballot in FY 2012/13 to raise levy revenues turned aside a potential \$93,700 for use in meeting state unfunded mandates for cleaner stormwaters. Since the City reached its parcel levy cap twenty-one (21) years ago there have been an astounding 512 additional permit requirements mandated by the SF Regional Water Board, with no increase in revenue to offset the associated costs, resulting in an erosion of the Stormwater Fund's reserves.

In the FY 2021/22 budget, the City's stormwater costs under the permit regulations exceed available revenues by approximately \$28,860. Fortunately, the proposed FY 2021/22 budget projects the Stormwater Fund will begin next year with a positive reserve balance of **\$29,308**, which is sufficient to cover anticipated unavoidable operating deficit. The depletion of the Stormwater Fund's reserve balance over past several years is a direct result of added permit requirements imposed by the Regional Board in 1996 (referred to as "C-3 amendments"), MRP 1.0 (issued in 2010), and the current MRP 2.0 (issued in November 2015). All of these were state-imposed unfunded mandates, and the forthcoming MRP 3.0 will only exacerbate this fund's fiscal crisis.

Total budgeted FY 2021/22 labor-related expenditures are \$44,133, including contracted seasonal labor of \$6,000, are necessary for the City's maintenance of the municipal storm drain system including annual debris clearance of creeks and drainage ways as well as proactive measures for the prevention of pollutants into these waters, which ultimately emerge into the San Francisco - Oakland Bay. Educational materials and supplies are also part of the Stormwater Fund's budget, along with our membership in the Contra Costa County Clean Water Program. Recoverable expenses include the portion of staff

time when working on clean water issues, programs, while Regional Water Quality Control Board directives target specific programs (i.e. “diaper” inserts in storm drain inlets) and local enforcement (i.e. fines). City administrative staff (Assistant to the City Manager) expends an inordinate portion of time (approximately one-third or more) engaged in the management, administration and implementation of this federal and state mandated program for cleaner runoff waters. As such, the proposed budgeted transfer of \$41,966 to the City’s General Fund to partially offset this incurred staff time as well as administrative and fiscal support costs is both reasonable and essential.

Total FY 2021/22 street sweeping costs are estimated at \$55,900 to cover monthly street sweeping services. Street sweeping services are paid through this fund as a program component of cleaner stormwater from street gutters. To clarify a common misconception, public streets and gutters are swept monthly to mitigate roadway pollutants from entering the storm drain system, not for street aesthetics or as the substitute broom for an abutting property owner’s sweeping/clearance of leaves and debris from the front and/or side yard curbs of one’s property. Offsetting revenue for this street sweeping is tendered by real property owners through their trash bills which is projected to be an equal and offsetting \$55,900.

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

As noted previously, the Stormwater fund is projected to open FY 2021/22 with approximately \$29,308 in reserves, and projects a year-end fund balance of \$448 on June 30, 2022 an eye-opening (but not surprising) 98% loss in reserves. At this rate, as feared, the Stormwater fund will become depleted in FY 2022/23, with the only sources of discretionary funds to patch the mandated gap being an annual budgeted operational subsidy from the Rainy Day Fund 110 or General Fund. Absent a new or increased funding source, the first course of action would likely result in either a reduction of permit compliance potentially resulting in non-compliance and triggering SF Regional Board action of fines of up to \$10,000 per day and/or other legal actions/financial penalties, or reduction in other non-mandated city services.

I. Measure J Fund – No. 220

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

A letter to the City from HCD dated December 11, 2014 stated *“The Department is pleased to find the adopted housing element in full compliance with State housing element law”*. This letter effectively covers the City’s compliance with housing element requirements for eight (8) years from the date of issuance. In addition, with CCTA’s acceptance of the City’s most recent Compliance Checklist covering calendar years 2016 and 2017, the City is eligible to receive its full Measure J Local Streets Maintenance (LSM) or “Return to Local Source” funds for FY 2018/19 and FY 2019/20. The next biennial CCTA Compliance Checklist is scheduled to be presented to the City Council for approval sometime in the near future covering calendar years 2018 and 2019. For FY 2021/22 the City projects to receive “Return to Local Source” funds in an amount totaling \$239,204. This revenue, along with future Measure J revenue would be available for future eligible CIP transportation projects.

In addition to this funding, on October 7, 2014 the City signed a cooperative agreement with CCTA and its member cities to receive Program 28a grant funding for Sub-regional Transportation Needs. The co-operative agreement stipulated funds will be allocated starting in January 2015, and then each November until 2034 using a 50/50 population and road miles split formula. In FY 2021/22 the City is estimated to receive an additional \$31,072 per the co-operative agreement, which will also be available for future eligible projects.

During FY 2021/22 ongoing operational and support costs are \$35,076, and a minor residual from prior funding of \$5,914. It is projected the Measure J fund will end FY 2021/22 with a positive reserve balance of **\$240,014**. Typically it takes two to three years of collected funds from these sources to have sufficient revenue to undertake larger repaving eligible project(s).

J. Restricted Grants Fund – No. 230

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

1. SLESF Grant Program

The Supplemental Law Enforcement Services Funds (SLESF) grant [previously referred to as the Citizen's Option for Public Safety or "COPS" grant] is funded by a portion of the formerly-local Vehicle License Fees (VLF) and is passed through from the State to Contra Costa County, and then to the City of Clayton. This revenue is distributed from the County to the City on a monthly basis in varying increments based on sales tax allocations from the state. SLESF/COPS funds are allocated among cities and counties and special districts that provide law enforcement services in proportion to population, except that a) county populations are the populations in unincorporated areas; and b) each agency is to be allocated a minimum of \$100,000. Pursuant to state legislation the use of these funds is restricted to "front-line law enforcement purposes." Although previously required, pursuant to a letter from the California State Controller's Office dated August 17, 2012, annual reporting on the use of these funds is no longer necessary.

Throughout the course of the year, the City receives monthly installments of SLESF funding from the County Auditor-Controller's Office based on County pool sales tax figures. Once the City receives its statutory minimum of \$100,000, monthly installments cease for the remainder of the fiscal year. Following the close of the fiscal year, the State Controller's Office calculates the growth in VLF (redirected by the State from city general funds in 2011) above and beyond the base allocation. Any growth in VLF revenues is allocated to participating local agencies essentially on a per capita basis. For the City's purposes, the growth allocation is received so long after the fiscal year end that it is reported on a cash basis in the fiscal year it is received. In FY 2020/21 the City received \$156,727, excluding interest earnings. These funds were used to fund the 11th officer plus overtime and other related eligible public safety costs, with a \$40,950 fund balance to begin in FY 2021/22.

The proposed FY 2021/22 budget projects the City will receive SLESF funding of \$156,000, adding to the fund balance the total available funding for FY 2021/22 will be 196,950. This revenue will be utilized to continue underwriting a portion of the costs associated with the City's 11th sworn police officer working patrol in the community as well as to cover costs associated with maintaining the state-mandated secure technology line for the Police Department and other related eligible public safety costs. In addition to the \$85,436, to defray these recurring ongoing costs of for the 11th officer, \$112,687 of the SLESF grant is budgeted for other eligible expenses such as police supplies, training and computer replacement and state required

secure data line costs. After proposed grant appropriations of \$112,836, the SLESF grant is projected to close FY 2020-21 with a positive balance of **\$827**.

2. Other Grant Funds

Beyond the SLESF grant monies, the Grants Fund expects receipt of \$14,100 in annual revenue from the City's cable communications franchise company (Comcast) for restricted use in Public, Education & Government (PEG) broadcast services and equipment. Computer and IT costs paid from the General Fund are eligible to be paid from the PEG grant and were budgeted in FY 2020/21 and continue to be in FY 2021/22. Additionally, \$15,800 is budgeted for the City's share of the PEG broadcast channel on which our City broadcasts taped meetings of the Clayton City Council and displays other public/community information. Even after reallocation of these former General Fund expenditures, the PEG grant is projected to close FY 2021/22 with a positive balance of **\$141,058**.

Finally, the FY 2021/22 proposed budget projects the City will receive an allocation of \$5,000 for the annual CalRecycle Beverage Container Recycling grant, which is used to offset City staff time associated with eligible recycling and litter abatement projects mandated by the State.

Added in FY 2021/22 are new line items for Housing Element Update Expense (transfer grant funds totaling \$85,000 (REAP and LEAP) to the CIP for this project work since it will cover multiple years; and for revenues: REAP (\$20,000 Housing Element Costs); LEAP (\$65,000 Housing Element Costs); SB2 (\$160,000 Accessory Dwelling Unit plans); and American Rescue Plan funds, which will be brought forward to the City Council at a later date during FY 2021/22 for options on use.

In the aggregate, the Restricted Grants Fund is projected to close FY 2021/22 with a positive reserve balance of **\$417,847**.

K. Development Impact Fees Fund – No. 304

This restricted-use special revenue fund accounts for the impact fees the City has collected from new development within the community. Revenues are private development driven and restricted for use based on the purpose of the impact fee. In recent years, minor development impact fees collected have pertained to relatively small two to six lot developments or accessory dwelling units. Since no new development occurred there were no additional development impact fees received in FY 2021/22, and none projected for FY 2021/22 at this time. Additionally, recent State legislation no longer allows for the collection of these fees for accessory dwelling units. The sole revenue source budgeted in FY 2021/22 is from interest earnings projected to total \$8,000, which is allocated on a quarterly basis to each respective impact fee account.

New community development may result in the collection of additional fees, and trigger the necessity to plan new projects to mitigate the increased city costs associated with development expansion. That being said, it is reasonably possible amendments may be

required during FY 2021/22 to appropriately reflect new projects to address the demands of more development. Although \$49,838 was budgeted in 2019/20 to utilize unspent Childcare Fee reserves for eligible purposes, and not expended, and a \$12,012 in expense during FY 2019/20 for review of the open space development impact fee, however a lack of Community Development Director prevented any activity.

Following analysis by the City's future Community Development Director, any proposed uses of these funds for a project would be recommended to the City Council for action in the future. Accordingly, given no new fees are budgeted to be collected in FY 2021/22, the proposed budget projects an increase in fund balance of **\$8,000** due to interest earnings, resulting in a positive ending reserve balance of **\$570,978**.

L. Successor Housing Agency – Fund No. 616

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

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

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

With the demise of the City's LMI housing fund by the State pursuant to AB1484, the City's housing functions have now been largely reduced to loan transactions initiated by residents of existing low to moderate income housing units within the City's current inventory. In FY 2021/22 this fund is projected to incur expenditures totaling \$20,000 for special legal services (legal advice on housing compliance matters is out of the scope of services covered the City's legal retainer) as well as for the completion of a nexus study to implement an affordable housing in-lieu fee necessary to facilitate the inclusionary housing ordinance

adopted by the City Council pursuant to new State law. Reflected in proposed appropriations, this fund also reimburses the General Fund for actual time spent by staff on LMI housing-related programs. Total revenues for FY 2021/22 are projected to come in at \$133,400, comprised primarily to a \$111,400 loan repayment on the Diamond Terrace note, maturing in FY 2030/31, plus interest earnings allocation of \$22,000. At the close of FY 2021/22, it is projected the Successor Housing Agency will report a restricted fund balance of \$5,173,800.

PROPRIETARY FUNDS

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

A. Self-Insurance Fund – No. 501

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

Since there is no recurring or reliable replenishing source of revenue for this fund, the City Council must periodically authorize one-time transfers of General Fund reserves or Rainy Day Fund (Fund 110) to replenish the internal service fund’s reserve balance. The most recent source of such funding was made in FY 2013/14, when the City Council authorized a transfer of \$54,154 from General Fund annual excess supported by the audited FY 2011/12 financial statements. This transfer assisted in replenishing losses arising from legal expenses on the Oakhurst Hillside litigation cases beginning in FY 2008/09. With total proposed FY 2021/22 expenditures of \$6,300, this fund is projected to utilize \$5,900 in reserves and close the fiscal year with a positive net position of **\$21,708**. The option to make “replenishment” transfers from the General Fund Reserve or Rainy Day Fund into the Self-Insurance Fund can be considered at a future time if needed by the City Council, no request by staff is proposed at this time.

B. Capital Equipment Replacement Fund – No. 502

This fund serves to track the depreciation and finance the replacement of City-owned vehicles, computers and other capital equipment used in operations, generally in excess of \$5,000, which is the minimum threshold per the City's capital asset policy. The Capital Equipment Replacement Fund (CERF) is projected to open FY 2021/22 with a positive reserve balance of \$682,992, of which \$243,139 is the fund's cash position available to finance the purchase of replacement assets. The remainder of this fund's net position pertains to equity resulting from the fund's non-liquid net investment in capital assets (i.e. fixed asset book value).

Ideally, though often not feasible, the CERF would annually recover its depreciation expense in the form of internal service fund service charges to the various departments using CERF assets in their respective operations. During previous challenging budgetary years, the General Fund had to cut back or even eliminate CERF funding altogether in an effort to stabilize the annual operating budget. These challenging budgetary years, paired with departments doing their best to stretch the useful lives of assets, has resulted in a current active fleet that is much depreciated. This hybrid "pay as you go" asset replacement strategy has left the CERF in an unavoidably under-funded position. With the June 30, 2020 comprehensive annual financial report (CAFR) reporting total CERF accumulated depreciation of \$1,185,949 and a total cash position available to finance the replacement of fixed assets was only \$185,929 this represents a total funded position of only 15.7%, which is the same struggle encountered by many of our neighboring public agencies.

Using the current annual depreciation expense presented in the City's latest audited CAFR, CERF depreciation expense is projected to be \$70,000 for FY 2021/22. The FY 2020/21 proposed CERF budget includes total revenues of \$115,200, of which \$111,900 (97.1%) is attributable to CERF charges. FY 2021/22 CERF charges are derived from the following sources: \$60,000 from the General Fund's Police Department, \$10,000 from General Fund's Maintenance Department, \$4,500 from HUTA Gas Tax Fund, \$30,000 from Landscape Maintenance District, \$2,700 from The Grove Park, \$4,700 from the Stormwater fund.

On an annual basis the Police and Public Works Departments communicate their capital equipment replacement needs to the City Manager and Finance Director. Based on an analysis of funds available as well as the most up-to-date CERF depreciation schedule, the urgency as well as prioritization of asset replacements is considered. The proposed FY 2021/22 CERF budget incorporates plans to purchase two replacement Ford Police Explorer SUV patrol response unit at an estimated cost of \$135,000. Furthermore, the proposed budget includes appropriations for the Maintenance Department to purchase a new mower for large filed areas at a cost of \$30,000, and a new mower deck for existing equipment for \$3,000. At the conclusion of FY 2021/22, following the purchase of these assets offset by CERF charges, interest earnings and proceeds from the surplus and sale of old vehicles, it is projected the CERF will have a positive net position of \$560,192, of which **\$190,339** pertains to cash reserves available to finance the purchase of replacement assets.

C. Pension Rate Stabilization Fund– No. 503

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

As summarized in the General Fund Reserves section previously, the City Council has three times now authorized the transfer of General Fund annual excess reserves to the newly created Pension Rate Stabilization Fund as seed monies. The last time being at the close of FY 2018/19 General Fund excess reserves of \$268,000 were transferred to this fund. By the close of FY 2021/22, when incorporating projected interest earnings, this fund is anticipated to close with a positive reserve balance of **\$293,531**.

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

In addition to the three sources of seed monies described previously, as a stand-alone fund separate and distinct from the City's General Fund, our Pension Rate Stabilization Fund generates interest earnings from its share in the City's Investment Pool. Beyond ongoing allocations of interest earnings, future revenue sources could come from one-time transfers of Rainy Day Funds (Fund 110), General Fund Reserves as authorized by the City Council or budgeted charges to the City's various governmental funds utilizing City staff.

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

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

This fund was established in the FY 2002/03 adopted budget to track specific revenues and expenses related to the million dollar historic Endeavor Hall renovation project. More residents and local organizations continue to discover Endeavor Hall's historical charm for hosting special occasions and meetings. Additionally, the Clayton Theatre Company used the Hall for its 8th consecutive year of theatrical productions. Facility-use rental fees for FY 2020/21 had a deficit of \$2,443 due to refund of FY 2019/20 rental fee that was processed in FY 2020/21, due to the COVID-19 pandemic. Rental income is projected about half of actuals from 2019/20, at a modest \$10,000. During FY 2020/21 the building front stairs/porch, rear stairs/porch and gates replaced apx. \$19,350. Operational expenditures (excluding depreciation), are projected to come in at \$37,532. This results in a projected FY 2021/22 operational deficit of \$27,532. When including depreciation, this shortfall increases to \$65,032. This structural deficit is result of several factors, largely beyond of the control of staff alone. On the expenditure side, increases in unavoidable fixed costs as well as maintenance costs necessary to maintain the facility in prime rental condition have been outpacing the rental revenue stream.

For FY 2021/22, minimal City staff labor costs of \$14,442 are projected for upkeep of the facility and staffing evening and weekend events as needed. Maintenance time is necessary for landscaping and gardening to ensure the facilities grounds have annual color plants sufficient to keep it desirable for the rental community. Naturally, when vandalism occurs on the building and grounds, extra expenses are incurred to make the necessary repairs. Furthermore, periodic staff time is necessary for the maintenance and upkeep of on-site equipment and fixtures. Total proposed (non-labor) operational and maintenance expenses in FY 2021/22 are budgeted at \$23,090, including one-time repairs/replacements of stairs and gates. Depreciation expense in this fund is projected to remain consistent at \$37,500 in FY 2021/22.

Most recently, during FY 2015/16 action was taken by the City Council to earmark \$25,863 in General Fund FY 2014/15 excess reserves for much needed facility repairs and replacements at Endeavor Hall. Specific activities funded by this action included: repainting of the exterior and interior walls, refinishing the oak wood flooring, and resealing the concrete walkway. During FY 2020/21 \$19,500 was used to replace the front and rear stairs/parch and gates. These improvements to the facility are a prime example of the periodic financial support needed from the General Fund for capital improvements/replacements as Endeavor Hall operations are not self-sustaining.

Ultimately, although the fund is projected to close FY 2021/22 with a total fund net position of \$852,678, a closer look at the components of fund equity reveals the positive position is caused by the fund's large net investment in capital assets (i.e. fixed asset book value) estimated to be \$998,175 as of June 30, 2022. This exceeds total net position due to a negative net unrestricted position expected be \$86,536 at June 30, 2021. This negative position is reflective of the unavoidable structural deficit this fund has found itself in since its establishment. Increasing rental fees to solve this issue may only further discourage

potential renters, worsening the already challenging rental position this fund finds itself in as described previously. As past rental experiences generate positive word of mouth promotion and expand the customer base, staff is hopeful Endeavor Hall operations will eventually become self-sustaining. Staff will continue to monitor this issue and provide updates to the City Council periodically as it has in past annual and mid-year budget as well as CAFR presentations.

FIDUCIARY FUNDS

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

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

In 1998 the City Council ordered the formation of the High Street Permanent Road Division for the purpose of reconstructing and maintaining the High Street Bridge over Mitchell Creek. This annual assessment is levied against specified private property parcel owners within the High Street Bridge Benefit Assessment District in order to repay construction-related financing and for future maintenance of the bridge. The High Street Bridge debt is repaid over thirty (30) years with its ultimate maturity in FY 2028/29. The fund will continue to assess annual levies against covered parcels within the district until the underlying long-term debt owed to the Successor Agency to the former Redevelopment Agency is fulfilled. After incorporating any pre-payments by district members, the outstanding principal of the loan will be approximately \$9,842 as of June 30, 2020. In FY 2020/21 the total budgeted assessment of \$1,754 will cover debt service payments and contribute to the annual bridge maintenance reserve (\$300 per year). This fund is projected to close FY 2021/22 with a positive reserve balance of **\$7,834**, of which \$6,600 (92%) is restricted for future bridge maintenance of the district.

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

In 1999 the City Council ordered the formation of the Oak Street Permanent Road Division for the purpose of reconstructing and maintaining the Oak Street Bridge over Mitchell Creek. This annual assessment is levied against specified private property parcel owners within the Oak Street Bridge Benefit Assessment District in order to repay construction-related financing and for future maintenance of the bridge. Five years ago in FY 2016/17 this fund contributed \$12,000 to the City's Arterial Rehabilitation Project (CIP 10437A) to perform street re-pavement improvements needed in the District. In FY 2017/18, the district incurred \$4,396 for urgent pavement repairs on Oak Ct. No bridge or road maintenance is scheduled for FY 2021/22 in an effort to rebuild district maintenance reserves considering the maintenance projects already completed in recent years.

The Oak Street Bridge debt was repaid over twenty (20) years and was fully paid off in FY 2018/19. Despite the maturity of the debt, a minimal annual district levy is still necessary for bridge maintenance purposes as outlined in the district's establishing documents. After the inclusion of projected interest earnings and the continuing annual assessment for bridge maintenance purposes of \$1,760 (total), this fund is projected to close FY 2021/22 with a positive reserve balance of **\$24,152**.

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

In 2002 the City Council ordered the formation of the Lydia Lane Sewer Benefit Assessment District along south Lydia Lane for the purpose of funding the construction of municipal sewer main line lateral connections to specified homes within the District plus an associated street overlay. The project was funded by the private property parcel owners since they “opted out” of inclusion in the original Project Area of the since-dissolved Redevelopment Agency (RDA). As a result of opting out of inclusion, they were ineligible to receive RDA funds to address public health and safety blight for the installation of a municipal sewer line to eliminate their private septic tank systems. The project was completed in 2003 with bonds issued by the City for repayment by the district over a thirty (30) year life maturing in FY 2032/33. This annual assessment is levied against specified private property parcel owners within the Lydia Lane Sewer Benefit Assessment District in order to repay construction-related financing and to address ongoing operational and administrative costs. This fund will continue to assess annual levies against covered parcels within the district until the underlying long-term obligation due to private bondholders is fulfilled. Parcel assessments are projected to produce \$16,900 in FY 2021/22. Debt service payments for FY 2021/22 total \$18,300 or 81% of the District's annual expenses. From the current fund balance \$1,400 will be used to cover the residual needed for FY21/22 debt service payment after assessments. The principal balance of the bonds will be \$143,325 as of June 30, 2021. This fund is projected to close FY 2021/22 with a positive reserve balance of **\$73,493** for future sewer system maintenance in the district. Of this reserve balance, \$12,500 (17%) pertains to the bond reserve fund, held by the trustee and restricted for debt service per the bond indenture.

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

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

RDA is fulfilled. After incorporating any pre-payments by district members, the outstanding principal on the debt was \$60,909 as of June 30, 2020.

Annual parcel assessments are projected to produce \$11,309 in district revenue in FY 2021/22. Debt service payments for FY 2021/22 total \$9,764 or 87% of the district's proposed appropriations. The fund is projected close FY 2021/22 with a modest reserve balance of **\$95**.

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

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

In FY 2021/22 the assessment revenue is projected to be approximately \$93,712, which incorporates the April 2020 to April 2021 consumer price index inflationary increase of 3.8%. Total proposed appropriations of the district are \$71,049 for FY 2021/22, of which the expense pertains to costs associated with a contracted property management services firm, estimated at \$54,390. The fund is projected to close FY 2021/22 with a positive reserve balance of approximately **\$227,055** primarily retained for future infrastructure replacements in the District.

F. Clayton Financing Authority – Fund No. 405

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

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

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

During FY 2017/18, the replacement of the city hall HVAC system became a top priority as three of the five condensing units had failed and were rendered inoperable. This system failure resulted in a total cooling capacity of only 40% for the three-story building. Furthermore, the city hall boiler had completely failed eliminating all heating capacity of the HVAC unit essential for a productive office workplace. Acknowledging the importance of a functioning HVAC during the hot summer months and cold winter months for a productive office work environment, on July 18, 2017 the CFA Board authorized \$170,126 of this project to be financed with CFA fund reserves. No appropriations have been made in since FY 2017/18.

No appropriations are currently included in the FY 2021/22 CFA proposed budget. After projected interest earnings of \$9,200, it is anticipated this fund will close FY 2021/22 with a positive reserve balance of **\$608,688**.

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

As its name implies, this fund manages the annual collection of the real property Mello-Roos special parcel tax that helped finance the construction of the Diablo View Middle School, a 2017 California Gold Ribbon School. During FY 2007/08 the outstanding debt of the district was refunded to obtain a lower interest rate on the remaining principal (see Fund No. 422). The reduced interest rate savings achieved with the May 2007 refinancing are passed along to the rate payers over the remaining life of the bond. This was a City-initiated transaction which resulted in lower annual payments for the assessed real property owners of this district (Oakhurst Development properties). The savings vary by size of parcel however generally result in \$300 to \$500 in cumulative total savings from 2007/08 through 2022/23. The remainder of budgeted expenses of the district covers required debt administration costs.

Professional bond trustee administration fees are incurred annually pursuant to the bond indenture necessary for managing the retirement of the district's debt as well as monitoring bond covenants. In FY 2021/22 debt service payments on the 1997 local obligations are estimated to total approximately \$439,827 after the application of an estimated debt service credit of \$38,849 applying savings resulting from the bond refunding. Without the application of the debt service credit, total regular scheduled debt service on the 1997 local obligations would be \$478,676 in FY 2021/22.

Consistent with the prior year, in FY 2021/22 the projected special parcel tax revenue of approximately \$385,784 is less than expenditures as it incorporates a levy reduction credit of approximately \$95,057 (\$38,849 debt service credit and \$56,208 district reserves). This levy reduction has been implemented annually to gradually apply savings resulting from the bond refunding towards minimizing the burden of taxpayers. When compared to the prior year district special tax levy, FY 2020/21 reflects a levy reduction of \$6,319 to be shared amongst the district tax payers. The district is projected to close FY 2021/22 with a positive reserve balance of **\$113,107**.

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

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

Debt service on the 2007 refunding bonds is budgeted to be \$414,965 in FY 2021/22. Payments received pertaining to the 1997 local obligations from CFD 1990-1 will be sufficient to meet the required debt service on the 2007 bonds. Consistent with the prior year, this fund is projected to utilize reserves in order to apply a debt service credit to the FY 2021/22 CFD 1990-1 special parcel tax levy. A systematic and gradual utilization of reserves arising from the bond refunding savings is planned through the maturity of the 2007 refunding bonds in FY 2022/23. The fund is projected to close FY 2021/22 with a positive reserve balance of **\$509,484**, of which \$252,000 (49%) pertains to the 2007 bonds' reserve fund held with the bond trustee and restricted for future debt service per the bond indenture.

I. Successor Agency - Fund No. 615

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

Supreme Court validated AB 1X 26 and overturned AB 1X 27. Further, the Supreme Court indicated that all RDAs in the State of California were to be dissolved and cease operations as a legal entity as of February 1, 2012. On January 11, 2012, the City Council elected to become the Successor Agency to the former RDA in accordance with AB IX 26 as part of City Resolution 03-2012. As a result of the restrictions placed on the assets and liabilities of the former RDA, the balances were transferred to a private purpose trust fund (Fund No. 615) on February 1, 2012.

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

For FY 2021/22, the Successor Agency anticipates total expenses of \$642,676, of which 56% pertains to annual debt service on the 2014 TABs. In the DOF's determination letter approving the 2021/22 ROPS dated March 26, 2021, the fourth installment of the Supplemental Educational Revenue Augmentation Fund (SERAF) loan was approved for repayment to the Clayton Successor Housing Agency, which was fully repaid in FY 2020/21. Through the ROPS process described previously, it is projected the Successor Agency will receive Redevelopment Property Tax Trust Fund (RPTTF) revenues totaling \$666,754 in FY 2021/22. At the close of FY 2021/22, it is expected the Successor Agency will close with a positive reserve balance of approximately **\$574,572**, which is nearly entirely restricted to ROPS obligations in the six month ROPS cycle ending December 31, 2022 (ROPS 2022-23A cycle). This positive reserve balance results from the timing of payments, as the first of two annual ROPS payments is received in June of each year, immediately prior to the fiscal year for which funds are restricted.

PUBLIC EMPLOYEES RETIREMENT PENSION SYSTEM

A Brief History

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

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

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

However, even in advance of PEPRA and most other public agencies, the City of Clayton established a 2nd Tier Plan effective January 2011 for all new “Classic” hires. To further mitigate its unfunded liability exposure, the Clayton City Council took action in March

2012 to prohibit all future local elected officials (e.g., city council members) from becoming members of the CalPERS pension plan.

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

Various Pension Plan Groups and Composition

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

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

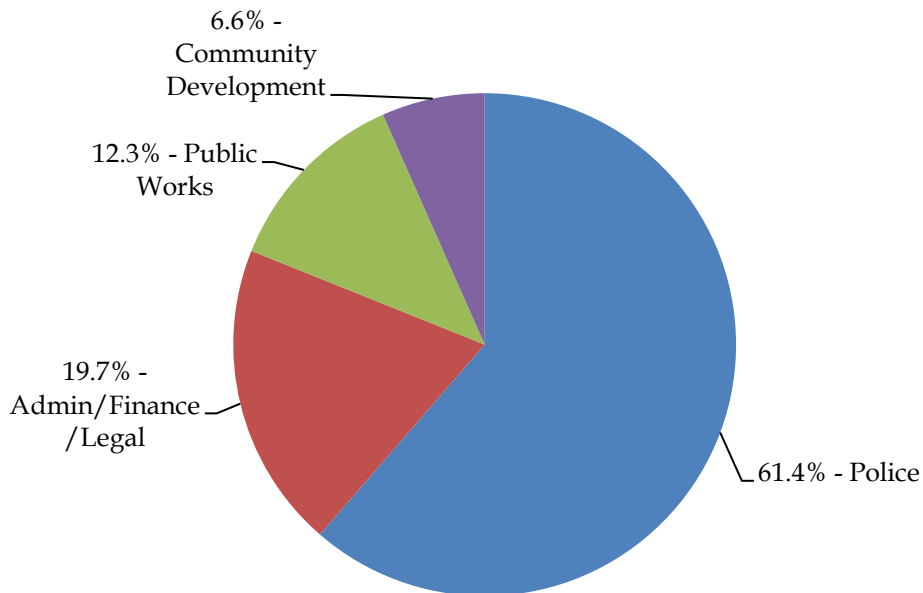
Previously, the City made the required employee contributions on behalf of all Tier I employees, which is defined as “Employer Paid Member Contributions” (EPMC) by CalPERS. As part of three-year Police Officers Association (POA) labor agreement approved on July 7, 2015, the previous 9% EPMC for Public Safety Tier I members has now been entirely phased out, with members of this group paying the full required employee contribution rate. While beneficial for future pension obligations, this phase-out did come at a cost and was offset by a negotiated 4% annual cost of living adjustment for all sworn officers for the three-year period ending June 30, 2018. In accordance with labor agreements currently in place and assuming status quo terms, the proposed budget for FY 2021/22 assumes the City will continue to make the full 7% EPMC for all Miscellaneous Tier I Plan Members, which comprises two full-time employees and one part-time employee. To add some perspective, this small group of Tier I Miscellaneous employees represents less than one quarter (25%) of the entire unrepresented Miscellaneous employee group of sixteen (16) permanent employees.

Commencing FY 2018/19, as part of the current three (3) year labor agreement with the POA, Tier I Public Safety members of the POA were required to help contribute towards the escalating normal cost employer rate. Referred to as “cost-sharing”, these member-paid employer contribution sharing rates were 0.5%, 1.25%, and 2.25% for FY 2018/19, FY 2019/20, and FY 2020/21, respectively. In FY 2021/22, net of any member-paid employer contributions, employer contribution rates for Tier I employees will be 20.64% and 10.34% for Public Safety and Miscellaneous Plan Members, respectively.

2. Tier II “Classic” – This plan covers City employees hired during the timeframe January 2011 through December 2012, plus any new hire of the City that comes from an employer previously enrolled in a CalPERS pension system (without a break in service longer than six months). The benefit formula for Public Safety Tier II members is 2% @ 50 and the benefit formula for Miscellaneous Tier II members is 2% @ 60. There is no EPMC provision, making employees responsible for the entire employee pension contribution rate, which is 9% for Public Safety plan members and 7% for Miscellaneous Plan members. In FY 2021/22 employer contribution rates for Tier II employees will be 18.19% and 8.65% for Public Safety and Miscellaneous Plan members, respectively.
3. Tier III “PEPRA” – This plan automatically covers any new employee of the City not previously a member of CalPERS or with a break in service longer than six months. The benefit formula for Public Safety Tier III members is 2.7% @ 57 and the benefit formula for Miscellaneous Tier III members is 2% @ 62. Under PEPRA law, members are required to pay at least 50% of the normal cost of benefits, essentially splitting the pension contribution rate requirement with some exceptions. In FY 2021/22 employer contribution rates for Tier III employees will be 13.13% and 7.59% for Public Safety and Miscellaneous Plan Members, respectively.

The following chart summarizes the organization-wide spread of the City’s pension contributions projected for FY 2021/22:

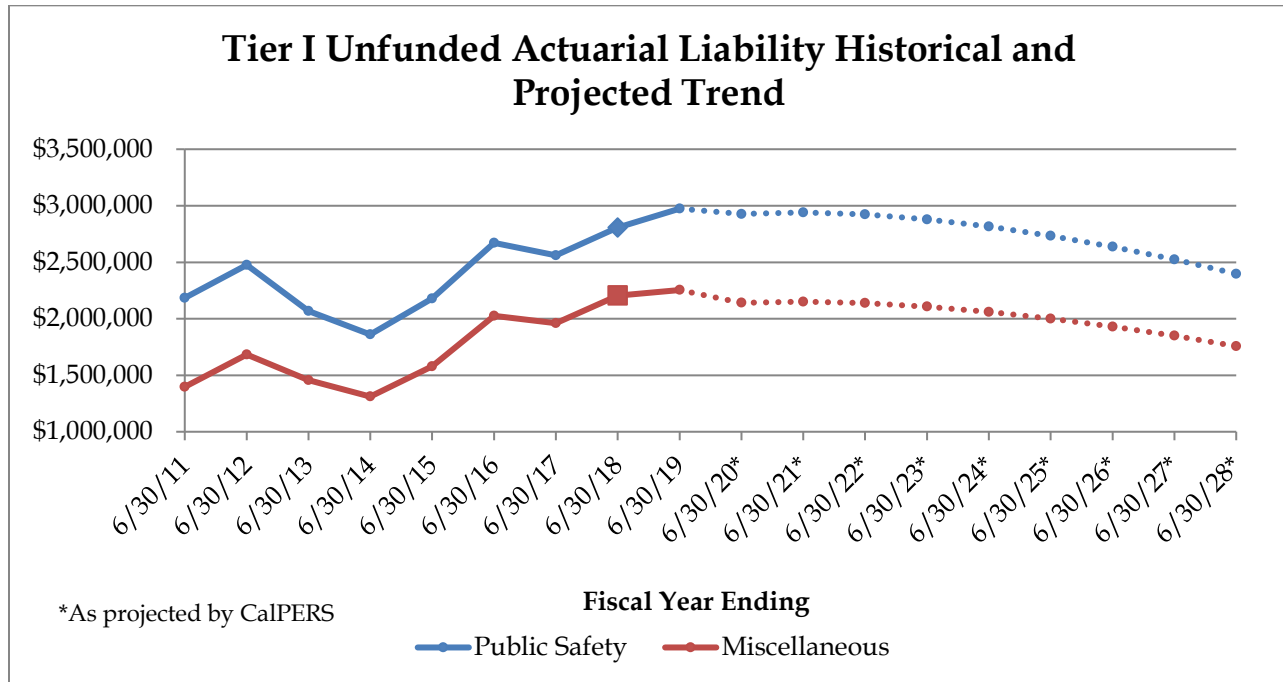
City-wide Pension Cost By Function



As depicted in the pie chart above, the Police Department makes up over fifty percent of the budgeted employer pension contributions. This statistic is generally reflective of the Police Department's share of the City's permanent workforce.

Status of the City's Unfunded Actuarial Liability

An unfunded actuarial liability (UAL) is the difference between the estimated current liability to pay future benefits and the current market value of assets accumulated to pay those benefits. If assets are greater, a plan is overfunded and if the liability is greater, a plan is underfunded, creating an unfunded liability. The unfunded liability is an estimated figure changing with each actuarial valuation pursuant to changes in market value of assets, investment earnings and actual results of the plan as compared to actuarial assumptions. Unfunded liabilities are not amounts that are actually due today but are estimates of what pension actuaries believe will be needed to pay future benefits. The funding policies established by CalPERS are intended to provide for full funding of the pension plan by the time employees retire. The following is a line chart summarizing the City's UALs for both the Public Safety Tier I and Miscellaneous Tier I employee plans over the past seven (7) years (since CalPERS began publishing this information in the actuarial reports) and CalPERS' estimates for the next ten (10) fiscal years:



As depicted in the chart above, when considering the current funded status of the City's pension plan's, the most recently issued actuarial reports (annual valuation report as of June 30, 2019/contributions for FY2021/22) reflect increases to both the Safety and Miscellaneous Tier I Plan UALs. As of the June 30, 2019 valuation, the Safety Tier I Plan UAL increased by approximately 6 % to \$2,973,781 reflecting a funded status of 74.6%. Similarly, the Miscellaneous Tier I Plan UAL also increased, by 2.4% to \$2,253,949, reflecting a funded status of 74.1%.

CalPERS reported an 4.7% investment return in FY 2019/20, which is lower than the assumed 7.0% discount rate benchmark. This will mean further negative impacts to the City in the future as the employer contribution will be increased in order to make up for lack of investment returns.

Prospectively, arising from policies adopted by the City, the state legislature, and CalPERS, gradual reductions are predicted for the City's UALs. These gradual reductions incorporate CalPERS policies to amortize annual plan investment gains and losses over thirty (30) year periods well as its five (5) year ramp up and down phases to smooth the volatility these annual conditions can have on employer pension contribution requirements. Consequently, the latest actuarial valuation reports project employer UAL pension contributions for the two "Classic" Tier I plans to gradually increase until reaching their ceiling in FY 2020/21, after which they steadily reduce until both plan UALs are fully paid off in FY 2043/44 (under present value calculations and CalPERS methodologies).

Impacts of Statutory Pension Reform – Short and Long-term

Since the adoption of PEPRA and due to measures taken by the City Council in 2011 to create second retirement tiers, noteworthy savings were realized by the City in the three year timeframe from FY 2012/13 to FY 2014/15. Ultimately, these savings were realized

City of Clayton
Budget Message
Public Employees Retirement Pension System

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by the City through the gradual attrition of several Tier I “Classic” employees with those positions subsequently filled by less expensive Tier II and PEPRAs enrolled employees. However, commencing in FY 2015/16, in an aggressive and deliberate measure to recapture these savings realized by participating agencies, CalPERS began billing for the unfunded portion of the City’s Tier I pension liabilities as a fixed dollar amount as opposed to the “percentage of payroll” method used in all prior years leading up to FY 2015/16. Therefore, to understand and better prepare for fluctuations in employer pension costs, a city must monitor both the percentage of payroll (or “Normal Cost”) rate as well as the relatively new fixed dollar UAL contribution components.

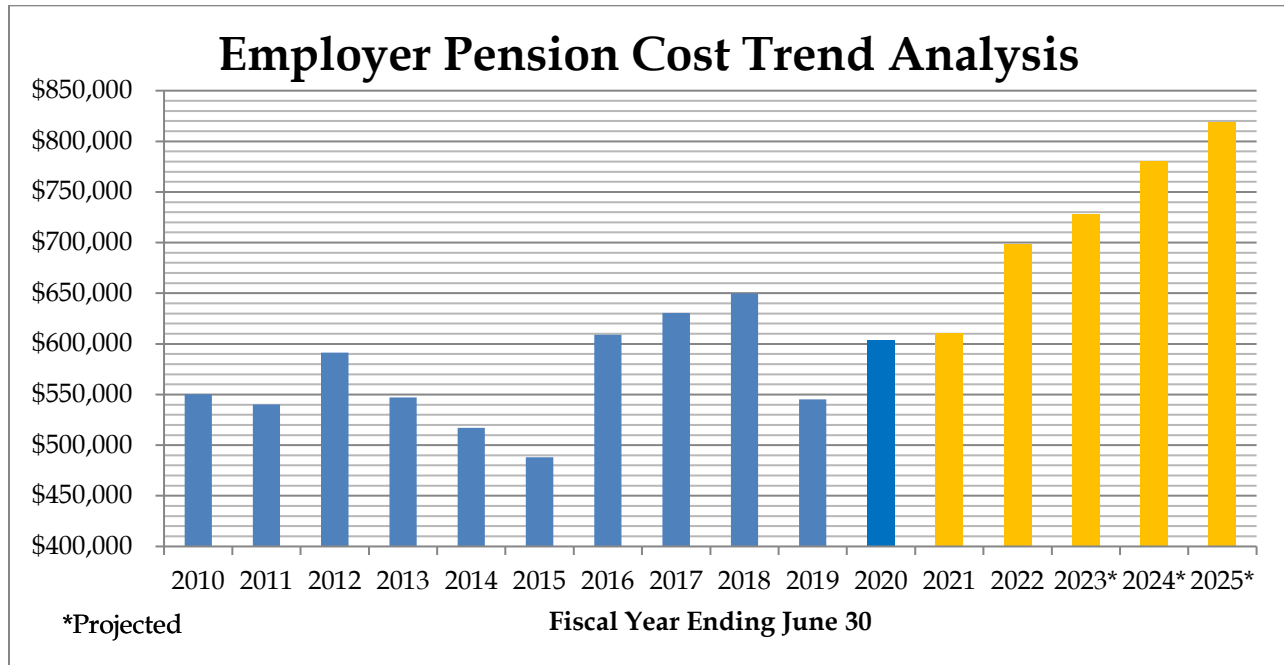
The latest CalPERS actuarial reports for the year ended June 30, 2019 establish the City’s normal cost contribution rates as well as the fixed dollar UAL contribution requirements for the upcoming fiscal year. The City’s FY 2021/22 contribution requirements relative to the prior year (FY 2020/21) are as follows:

Pension Tier	FY 2020/21		FY 2021/22	
	Normal Cost Rate	Lump Sum UAL Pmt.	Normal Cost	Lump Sum UAL Pmt.
Safety Classic	18.335%*	\$179,115	20.64%*	\$221,614
Safety Tier II	18.152%	\$1,328	18.19%	\$1,789
Safety PEPRAs	13.044%	\$2,795	13.13%	\$4,804
Miscellaneous Classic	17.484%**	\$130,340	10.34%**	\$161,823
Miscellaneous Tier II	8.794%	\$1,634	8.65%	\$2,453
Miscellaneous PEPRAs	7.732%	\$2,329	7.59%	\$2,844

*Excludes negotiated member-paid employer contribution portions.

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

Changes in legislation, employee workforce attrition, and volatility of CalPERS estimates (i.e., investment returns), make it challenging to predict future pension costs as well as the status of the UAL with absolute certainty. However, the following chart provides a summary of historical City-wide employer pension contributions over the past ten (10) years as well as a projection for the current fiscal year still underway (FY 2020/21) and the following five future years thereafter using employment and actuarial information known at this time. As noted previously, the unpredictability of workforce and market factors makes these future year projections subject to change prospectively.



The steady decline in required employer pension contributions from FY 2011/12 to FY 2014/15 was caused by the gradual attrition of the City's Tier I employees (i.e., retirement, employment separation to pursue employment at another agency, etc.) and filling those vacancies with less expensive Tier II and Tier III "PEPRA" employees. Thereafter, the spike in FY 2015/16 and subsequent two (2) years is caused by CalPERS' implementation of fixed dollar UAL billings to supplement normal cost percentage-of-payroll contribution rates.

The chart also incorporates the impact of the CalPERS Board voting to decrease the discount rate in December 2016 impacting employer pension contribution assumptions from FY 2018/19 and onward. Pension costs are projected to rise with actuarially assumed wage growth as well as CalPERS' policy to (eventually) achieve "fully funded" status through calculated annual UAL payment increases.

The drop shown in FY2018/19 reflected the City paying off the "side fund" that was described earlier; thus reducing the annual pension cost to just the normal cost plus the standard UAL requirement.

In all, the total amount of monies in the proposed budget projected to be required to pay CalPERS retirement contributions in FY 2021/22 is approximately \$698,494 across all City funds, representing an increase of \$88,064 or 14.43%. The significant increase in FY2021/22, coming after a year where there was very little increase demonstrates the volatility of the CalPERS requirements. In part this is due as well to changes in staff that affect base payroll amounts and PERS calculations.

Of the total amount of \$698,494, a total of \$395,327 pertains to CalPERS fixed dollar billings to address the UAL. This means for every one dollar spent on employer pension

contributions, 57¢ is used to address the buildup of the unfunded liability reported by CalPERS actuaries and not to address future retirement benefits of the current workforce.

Summary of Pension Analysis

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

BUDGET SCHEDULES

2021/22

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General Fund Revenues 2021/22

**CITY OF CLAYTON PROPOSED GENERAL FUND REVENUE BUDGET
2020-21 BUDGETED VS 2021-2022 PROPOSED BUDGETED REVENUE**

Description	Account Number	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected Revenue	2021/22 Proposed Revenue	Change from 2020/21 Amended Budget (%)
Secured Property Taxes:							
Property Taxes In-Lieu of VLF	4100	1,056,219	1,088,343	1,093,525	1,093,525	1,137,266	4.0%
Property Taxes - Secured	4101	930,155	957,300	963,266	963,266	992,164	3.0%
RPTTF Distribution	4108	416,917	396,780	396,780	448,375	464,424	17.0%
Total Secured Property Taxes		2,403,291	2,442,423	2,453,571	2,505,166	2,593,854	5.7%
Property Taxes - Unsecured	4102	41,498	41,000	41,000	39,521	40,000	-2.4%
Property Taxes - Unitary Tax	4103	14,763	14,800	15,048	15,048	15,349	2.0%
Property Taxes - Supplemental	4104	31,841	25,200	2,274	2,274	2,300	1.1%
Property Taxes - Other	4106	9,198	9,100	9,100	9,100	9,100	0.0%
Sales and Use Tax	4301	512,868	467,527	535,597	549,760	585,965	9.4%
Real Property Transfer Tax	4502	87,220	77,581	80,000	100,000	112,000	40.0%
Business Licenses	5101	140,620	149,926	149,926	149,926	150,000	0.0%
CCC Building Permit Remit Fees	5103	52,147	60,215	60,215	80,000	80,000	32.9%
Engineering Service Fees	5106	6,750	5,457	5,457	5,457	5,457	0.0%
Public Safety Allocation	5201	89,302	97,111	97,111	93,002	103,531	6.6%
Abandoned Veh Abate (AVA)	5202	5,416	5,524	5,524	5,524	5,600	1.4%
Motor Vehicle In-Lieu	5203	9,223	6,000	6,000	8,315	8,320	38.7%
Other In-Lieu of Taxes	5205	167,677	170,969	171,029	171,029	174,389	2.0%
POST Reimbursements	5214	8,797	-	3,000	6,000	6,000	100.0%
State Mandated Cost Reimbursement	5217	-	-	2,620	2,620	-	-100.0%
Planning Permits/Fees	5301	12,529	11,115	9,600	11,115	11,115	15.8%
Police Permits/Fees	5302	18,848	20,000	20,000	20,000	20,000	0.0%
City Hall Rental Fees	5303	896	200	200	-	200	0.0%
Planning Service Charges	5304	48,924	33,824	48,000	48,000	48,000	0.0%
Well Water Usage Charge	5306	22,154	24,000	24,000	6,000	6,000	-75.0%
Misc. City Services	5319	92	750	100	100	100	0.0%
Fiduciary Funds Administration	5322	271,270	271,471	271,471	271,471	272,151	0.3%
Franchises - Comcast Cable	5401	204,404	204,400	204,400	204,400	204,400	0.0%
Franchises - Garbage Fees	5402	216,118	200,000	200,000	216,000	216,000	8.0%
Franchises - PG&E	5403	128,692	129,000	129,000	139,858	140,000	8.5%
Franchises - Equilon Pipe	5404	16,570	16,752	17,006	17,006	17,193	1.1%
AT&T Mobility Franchise Fees	5405	108	100	100	100	100	0.0%
Fines and Forfeitures	5501	32,613	30,600	30,600	32,800	32,800	7.2%
Interest	5601	110,175	100,000	90,000	90,000	86,000	-4.4%
Park Use Fee	5602	14,914	16,000	4,000	11,630	14,000	250.0%
Meeting Room Fee	5603	3,151	2,800	1,000	-	3,000	200.0%
Inv. Premium/Discount	5605	144	-	-	-	-	
Unrealized Inv. Gain/Loss	5606	113,883	-	-	-	-	
Cattle Grazing Lease Rent	5608	10,341	10,526	10,526	10,526	10,710	1.7%
Cell Tower Lease Rent	5609	41,952	36,980	36,980	36,492	37,587	1.6%
Clayton Community Gymnasium Rent	5613	26,400	18,600	8,000	8,000	18,600	132.5%
Reimbursements/Refunds	5701	6,113	7,250	1,000	1,000	1,000	0.0%
CCLF Contributions	5703	2,000	-	-	-	-	
Other Revenues	5790	8,142	4,000	8,000	8,000	8,000	0.0%
Overhead Cost Recovery	5791	14,534	12,000	8,000	11,000	11,000	37.5%
Tfr From Grants Fd for Eligible Recycling	6019				14,814	10,000	
Admin Expense Recovery:							
Measure J Fund	6002	4,830	4,890	4,890	4,890	5,076	3.8%
HUTA Gas Tax Fund	6004	8,060	8,150	8,150	8,150	8,460	3.8%
Neighborhood Street Lights Fund	6005	12,390	12,530	12,530	12,530	13,006	3.8%
GHAD Fund	6006	7,780	7,870	7,870	7,870	8,169	3.8%
Landscape Maintenance CFD Fund	6007	38,760	39,190	39,190	39,190	40,679	3.8%
The Grove Park CFD Fund	6011	7,880	7,970	7,970	7,970	8,273	3.8%
Stormwater Assessment Fund	6016	39,990	40,430	40,430	40,430	41,966	3.8%
Total Revenues		5,025,268	4,844,231	4,880,485	5,022,084	5,185,450	6.2%

General Fund Expenditures 2021/22

CITY OF CLAYTON GENERAL FUND EXPENDITURE AND FUND BALANCE SUMMARY
FISCAL YEAR 2021-22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020-21 Amended Budget	2020/21 Projected Actual	2021/22 Proposed Budget	Change from 2020/21 Amended Budget
7111	Salaries/Regular	1,839,568	2,018,612	1,982,608	2,016,190	2,118,998	6.9%
7112	Temporary Help	2,040	5,626	5,626	5,626	5,100	-9.3%
7113	Overtime	121,218	110,500	110,500	105,318	103,000	-6.8%
7115	Council/Commission Comp	32,160	35,400	35,400	35,400	35,400	0.0%
7116	Part-time Salaries	4,254	6,125	6,125	6,125	6,125	0.0%
7218	LTD/STD Insurance	14,082	19,985	19,985	18,588	18,164	-9.1%
7219	Deferred Compensation Retirement	2,700	2,700	2,700	2,700	7,500	177.8%
7220	PERS Retirement - Normal Cost	207,055	254,900	254,900	254,446	266,691	4.6%
7221	PERS Retirement - Unfunded Liability	309,651	288,772	288,772	288,299	357,417	23.8%
7231	Workers Comp Insurance	100,690	93,544	93,544	93,330	73,451	-21.5%
7232	Unemployment Insurance	9,021	11,537	11,537	11,504	12,123	5.1%
7233	FICA Taxes	34,853	33,231	33,231	33,900	35,235	6.0%
7241	Auto Allowance/Mileage	11,395	17,520	17,520	17,520	18,480	5.5%
7242	Uniform Allowance	8,550	9,000	9,000	9,000	9,000	0.0%
7246	Benefit Insurance	243,794	270,545	270,545	269,667	311,457	15.1%
7247	OPEB Expense	14,578	15,100	15,100	15,100	15,100	0.0%
7301	Recruitment/Pre-employment	37,084	6,500	6,500	3,500	35,500	446.2%
7307	Irrigation Supplies	-	4,000	4,000	5,000	5,000	25.0%
7311	General Supplies	30,690	36,000	39,000	31,100	36,300	-6.9%
7312	Office supplies	11,458	13,000	13,000	9,000	13,000	0.0%
7313	Small Tools and Equipment	-	-	-	-	-	-
7314	Postage	2,552	4,600	4,600	3,100	4,600	0.0%
7321	Printing and Binding	1,771	1,800	1,800	1,800	1,800	0.0%
7323	Books/Periodicals	-	450	450	600	600	33.3%
7324	Dues and Subscriptions	25,014	29,588	29,588	29,788	30,388	2.7%
7325	EBRCSA system user fee	10,800	10,800	10,800	10,800	10,800	0.0%
7331	Rentals/Leases	13,670	16,938	16,938	16,438	16,438	-3.0%
7332	Telecommunications	32,972	36,810	36,810	38,877	39,975	8.6%
7335	Gas & Electric Serv.	98,541	102,800	102,800	102,100	107,100	4.2%
7338	Water Service	128,201	157,220	157,220	154,820	157,000	-0.1%
7341	Buildings & Grounds Mtn	59,597	34,950	34,950	30,539	40,050	14.6%
7342	Machinery/ Equip Maint.	2,345	4,000	4,000	5,160	8,750	118.8%
7343	Vehicle Maintenance	39,834	41,700	41,700	28,500	34,500	-17.3%
7344	Vehicle Gas, Oil, and Supplies	39,769	45,500	45,500	42,600	45,100	-0.9%
7345	Office Equip. Maint. & Repairs	2,245	3,200	3,200	3,200	3,200	0.0%
7346	HVAC Mtn & Repairs	20,526	18,400	18,400	39,536	20,500	11.4%
7351	Insurance Premiums	112,269	113,000	113,000	124,274	145,349	28.6%
7362	City Promotional Activity	4,019	4,500	4,500	4,500	4,500	0.0%
7363	Business Expense	71	450	450	450	450	0.0%
7364	Employee Recognition	2,764	1,700	1,700	1,700	1,700	0.0%
7365	Volunteer Appreciation	-	-	-	-	-	-
7371	Travel	112	600	600	600	600	0.0%
7372	Conference	1,399	4,425	4,425	4,425	4,425	0.0%
7373	Education and Training	11,476	20,500	25,500	25,500	25,500	0.0%
7380	Recording Fees	-	500	500	500	500	0.0%
7381	Property Tax Admin Cost	8,539	9,300	9,300	9,300	9,300	0.0%
7382	Election Services	(508)	-	-	-	-	-
7384	Legal Notices	415	2,000	2,000	3,000	2,000	0.0%
7389	Miscellaneous Expense	363	-	-	-	-	-
7408	Crossing Guard Services	8,564	14,000	14,000	4,200	28,000	100.0%

CITY OF CLAYTON GENERAL FUND EXPENDITURE AND FUND BALANCE SUMMARY
FISCAL YEAR 2021-22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020-21 Amended Budget	2020/21 Projected Actual	2021/22 Proposed Budget	Change from 2020/21 Amended Budget
7410	Professional Engineering Services	123,103	122,400	122,400	122,400	127,051	3.8%
7411	Legal Services Retainer	107,179	102,000	102,000	114,647	116,400	14.1%
7412	Engineering Inspection	-	500	500	-	500	0.0%
7413	Special Legal Services	25,116	16,000	16,000	31,000	16,000	0.0%
7414	Auditing Services	38,474	39,350	39,350	30,000	39,350	0.0%
7415	Computer Services	42,455	-	-	-	-	-
7417	Janitorial Services	45,887	55,500	55,500	32,142	49,100	-11.5%
7419	Other Prof. Services	41,148	35,100	44,600	44,600	44,140	-1.0%
7420	Merchant Fees	4,827	5,110	5,110	5,110	5,110	0.0%
7423	Extra & Sunday Operating Hours	6,999	12,554	12,554	12,554	-	-100.0%
7424	Dispatch Services	279,073	293,100	293,100	293,100	307,755	5.0%
7425	Lab Fees	5,714	15,000	15,000	5,000	10,000	-33.3%
7426	Jail Booking Fee	-	5,500	5,500	2,250	5,500	0.0%
7427	Cal ID Services	13,005	13,000	13,000	13,000	13,000	0.0%
7429	Animal Control Services	76,975	80,364	80,364	86,724	89,407	11.3%
7433	Integrated Justice System (ACCJIN-ARIES)	11,094	12,000	12,000	12,000	12,000	0.0%
7435	Contract Seasonal Labor	10,961	19,000	19,000	12,000	16,000	-15.8%
7438	Parking Enforcement - Regency Drive	16,384	-	3,750	3,750	-	-100.0%
7440	Tree Trimming Services	5,064	15,000	15,000	15,000	22,000	46.7%
7486	CERT Charges/Depreciation	70,000	70,000	118,694	118,694	70,000	-41.0%
NEW	Dog Park Operating Costs	-	-	-	-	8,000	-
8111	Transfer - Close out Fund 219 Stormwater District Assessment Fd	2,550	-	-	-	-	-
Total Operational Expenditures		4,588,169	4,843,806	4,877,747	4,871,593	5,177,482	6.1%
Total Revenues		5,025,268	4,844,231	4,880,485	5,022,084	5,185,450	6.2%
Operational Excess (Deficit)		437,099	425	2,738	150,491	7,968	191.0%
Capital Outlay & Other One Time Expenditures							
Earmarked from prior fiscal years' excess by City Council							
7419	Professional Services	13,872	44,867	44,867	44,867	-	-
7485	Capital Outlay - Machinery, Veh & Equip.	-	-	-	-	-	-
8111	Transfer to CIP Fd - Green Infrstr Plan	18,802	-	-	-	-	-
8125	Transfer to Pension Stabilization Fund	-	-	-	-	-	-
NEW	Transfer to Rainy Day Fund - Remaining Green Infrastructure Allocation	-	31,315	31,315	31,198	-	-
NEW	Transfer to Rainy Day Fund - 6/30/20 Adjusted Operating Surplus	-	-	290,592	290,592	-	-
NEW	Transfer to Rainy Day Fund - 6/30/19 Operational Excess	-	333,300	333,300	333,300	-	-
Net Increase/(Decrease) in Fund Balance		404,425	(409,057)	(697,336)	(549,466)	7,968	
Beginning Fund Balance		5,760,145	5,880,118	5,880,118	6,164,570	5,615,104	
Ending Fund Balance		6,164,570	5,471,061	5,182,782	5,615,104	5,623,072	

Legislative Department 01

Department Description

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

Services funded:

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

City of Clayton
 Legislative Department 01
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7115	City Council Comp	28,200	28,200	28,200	28,200	28,200
7220	PERS Retirement - Normal Cost	478	479	479	479	-
7221	PERS Retirement - Unfunded Liability	4,046	2,767	2,767	2,767	-
7231	Workers Comp Insurance	1,410	1,272	1,272	1,272	956
7232	Unemployment Insurance	1,159	1,748	1,748	1,748	1,748
7233	FICA Taxes	1,808	1,458	1,458	1,458	2,157
7321	Printing and Binding	104	300	300	300	300
7324	Dues and Subscriptions	13,464	13,660	13,660	13,660	13,660
7362	City Promotional Activity	4,019	4,500	4,500	4,500	4,500
7363	Business Meeting Expense	55	250	250	250	250
7372	Conferences/Meetings	674	1,700	1,700	1,700	1,700
7382	Election Services	(508)	-	-	-	-
7413	Legal Services	-	-	-	-	-
7419	Other Prof. Services	10,259	10,000	12,210	12,210	10,000
Total Operating Expenditures		65,168	66,334	68,544	68,544	63,471

City of Clayton
Legislative Department 01
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7324	<u>Dues and Subscriptions</u>					
	ABAG annual dues (1/yr.)	3,347	3,400	3,400	3,400	3,400
	LAFCO	1,660	1,660	1,660	1,660	1,660
	League of CA Cities	6,170	6,200	6,200	6,200	6,200
	League of CA Cities (EB Division - Dinner Due:	535	600	600	600	600
	Stria - Council Agenda Digital Conversion					
	League of CA Cities (Streets & Roads Needs As	-	-		-	-
	Mayors' Conference annual dues (to CCC)	1,752	1,800	1,800	1,800	1,800
	Total 7324	13,464	13,660	13,660	13,660	13,660
	Difference (s/b 0)	-	-	-	-	-
7362	<u>City Promotional Activity</u>					
	Banners & Barricades (Farmer's Market/4th of July - May-Oct) Project #7025	-	800	800	638	800
	Winter Holiday Decorations Labor (set up/down) Project#7025)	3,681	2,500	2,500	2,500	2,500
	US Bank Cal Card				1,005	
	Memorial Day Flagpoles #7025	165	1,000	1,000	357	1,000
	Plaques, name plates, banners	127	-		-	-
	Meeting food (SB 7372)	46	200	200	-	200
	Total 7362	4,019	4,500	4,500	4,500	4,500
	Difference (s/b 0)	-	-	-	-	-
7372	<u>Conferences/Meetings</u>					
	League of CA Cities	-	500	500	-	500
	ABAG General Assembly, meeting	-				
	US Bank Cal Card - Training-new CC members				1,700	
	Food for Council/Commission meetings	564	200	200	-	200
	Mayor's Conference	110	1,000	1,000	-	1,000
	Total 7372	674	1,700	1,700	1,700	1,700
	Difference (s/b 0)	-	-	-	-	-
7419	<u>Other Professional Services</u>					
	Awards, Name plates	-	-		-	-
	Do the Right Thing		-	2,210	2,210	
	Digital IT Services	3,380				
	Larry Logic Productions	6,830	10,000	10,000	10,000	10,000
	Posting Board Keys	49				
	Mayor's photo	-	-		-	-
	Total 7419	10,259	10,000	12,210	12,210	10,000
	Difference (s/b 0)	-	-	-	-	-

Administration/ Finance/ Legal Department 02

Department Description

City Manager

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

Services funded:

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

Finance

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

Services funded:

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

City Attorney

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

Services funded:

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

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	579,141	598,449	611,139	649,538	622,698
7112	Temporary Salaries	-	-	-	-	-
7218	LTD/STD Insurance	4,104	5,756	5,756	5,756	5,191
7219	Deferred Compensation Retirement	-	-	-	-	4,800
7220	PERS Retirement - Normal Cost	41,798	58,957	58,957	58,957	60,278
7221	PERS Retirement - Unfunded Liability	87,768	58,664	58,664	58,664	77,368
7231	Workers Comp Insurance	30,600	27,002	27,002	27,002	21,107
7232	Unemployment Insurance	3,207	2,604	2,604	2,604	2,604
7233	FICA Taxes	13,148	8,678	8,678	9,418	9,029
7241	Auto Allowance/Mileage	6,955	8,940	8,940	8,940	9,540
7246	Benefit Insurance	59,050	75,776	75,776	75,776	88,388
7301	Recruitment/Pre-employment	-	-	-	-	-
7324	Dues and Subscriptions	874	2,278	2,278	2,278	2,278
7332	Telecommunications	6,159	6,860	6,860	6,860	6,860
7371	Travel	85	100	100	100	100
7372	Conferences/Meetings	725	1,225	1,225	1,225	1,225
7373	Education and Training	18	1,500	6,500	6,500	6,500
7389	Miscellaneous	351	-	-	-	-
7411	Legal Services Retainer	62,451	56,100	56,100	75,432	73,332
7413	Special Legal Services	16,812	6,000	6,000	6,000	6,000
7414	Auditing and Financial Reporting Services	38,474	39,350	39,350	30,000	39,350
7415	Computer/IT Services	10,862	-	-	-	-
7419	Other Prof. Services	3,923	10,300	17,590	17,590	19,340
7481	Bank Service Charge	12	-	-	-	-
Total Operating Expenditures		966,517	968,539	993,519	1,042,640	1,055,988
Capital Outlay & Other One Time Expendiures						
7485	Capital Outlay	-	-	-		
8111 (00)	Transfer to Pension Stabilization Fund	-	-	-		
Total Capital Outlay & Other One Time Exp.		-	-	-	-	-
Total Expenditures		966,517	968,539	993,519	1,042,640	1,055,988

City of Clayton
Admin / Finance / Legal Department 02
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7324	CC Public Manager Association Dues	620	349	349	349	349
	City Clerks Association of CA	-	50	50	50	50
	CSMFO Dues	-	150	150	150	150
	ICMA Membership	125	1,400	1,400	1,400	1,400
	Amazon Prime Annual Fee	129	129	129	129	129
	Scan Natao - Cable/Wireless	-	50	50	50	50
	US Bank Cal Card	-	-	-	-	-
	CPA License renewal, Paul	-	150	150	150	150
	CMRTA (Revenue & Tax) Dues	-	-	-	-	-
	Total 7324	874	2,278	2,278	2,278	2,278
	Difference (s/b 0)	-	-	-	-	-
7332	<u>Telecommunications</u>					
	City Manager Cell Phone Allowance				231	
	AT&T CalNet Phone Services (Mainline)	5,675	5,900	5,900	5,669	5,900
	Maintenance	160	160	160	160	160
	Pacific Telemanagement (Courtyard pay phone	-	-	-	-	-
	US Bank Cal Card	-	-	-	-	-
	Verizon (Admin phones)	324	800	800	800	800
	Total 7332	6,159	6,860	6,860	6,860	6,860
	Difference (s/b 0)	-	-	-	-	-
7372	<u>Conferences/Meetings</u>					
	CSMFO (Finance reg & legislative updates)	-	200	200	200	200
	CMRTA (Business licenses & taxes)	-	100	100	100	100
	City Manager Manager Conference	725	725	725	725	725
	Business lunch meeting	-	-	-	-	-
	HR trends/law	-	200	200	200	200
	Total 7372	725	1,225	1,225	1,225	1,225
	Difference (s/b 0)	-	-	-	-	-
7373	<u>Education & Training</u>					
	City Clerk / HR Manager	18	500	500	500	500
	Negotiated Tuition Reimb Plan	-	-	5,000	5,000	5,000
	Finance Director	-	500	500	500	500
	Finance Staff (2)	-	500	500	500	500
	Total 7373	18	1,500	6,500	6,500	6,500
	Difference (s/b 0)	-	-	-	-	-

City of Clayton
Admin / Finance / Legal Department 02
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7413	<u>Special Legal Services (above retainer)</u>					
	BB&K - Successor Agency (ROPS, Other)	-	-	-	-	-
	BB&K - Labor Related	-	5,000	5,000	5,000	5,000
	BB&K - Misc. Non-retainer special services	16,812	1,000	1,000	1,000	1,000
	Total 7413	16,812	6,000	6,000	6,000	6,000
	Difference (s/b 0)	-	-	-	-	-
7414	<u>Auditing & Financial Reporting Services</u>					
	City Audit (Cropper)	22,700	22,700	22,700	22,200	22,700
	Auditor Prepared reports outside scope	13,950	13,950	13,950	5,208	13,950
	HdL Sales Tax Projections				-	
	Printing & binding costs	779	900	900	900	900
	GANN Limit AUP (Cropper)	200	200	200	200	200
	GFOA Application/Review	-	800	800	747	800
	Statistical Reports (HDL)	845	800	800	745	800
	Total 7414	38,474	39,350	39,350	30,000	39,350
	Difference (s/b 0)	-	-	-	-	-
7415	<u>Computer Services</u>					
	Blackbaud - System training	-	-		-	-
	Blackbaud - Annual Maintenance/Hosting	6,467	-		-	-
	HDL Software maintenance (business licenses)	-	-		-	-
	HDL Prime Software Maintenance (annual)	3,865	-		-	-
	HDL Prime Hosting (annual)	-	-		-	-
	Total Imaging Microfiche	530	-		-	-
	Total 7415	10,862	-	-	-	-
	Difference (s/b 0)	-	-	-	-	-
7419	<u>Other Professional Services</u>					
	1099 Processing - Atrix Software	88	-	-	-	
	GASB 75 OPEB Actuary (Menard Consulting)	-	1,800	1,800	1,800	1,800
	The Bayshore Co - Finance Consulting	135			-	
	Bartel & Associates Actuary (GASB 68)				1,750	1,750
	Calpers Actuary GASB 68 Report	2,100	2,500	2,500	2,100	2,500
	HDL Sales Tax Consulting Services		3,800	3,800	3,800	3,800
	HDL Property Tax Consulting Services			7,290	7,290	7,290
	Local Gov Consultants (SB90)	1,600	2,200	2,200	850	2,200
	Total 7419	3,923	10,300	17,590	17,590	19,340
	Difference (s/b 0)	-	-	-	-	-

Public Works

Department 03

Department Description

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

Services funded:

- Provide routine maintenance for City building and grounds.
- Provide landscaping maintenance for all neighborhood parks in the City (Lydia Lane, North Valley Park, Westwood, Stranahan and El Molino, and proposed beginning FY21/22 existing Dog Park).
- Contract janitorial services for City facilities and buildings.
- Tree trimming services contract supervision.
- Ensure fire inspection compliance of City owned buildings and facilities.
- HVAC system repairs contract supervision.
- Ensure compliance with elevator safety and inspection services.
- Pest extermination services contract supervision.
- Janitorial services contract supervision.

City of Clayton
Public Works Department 03
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	26,092	26,687	26,687	26,687	27,738
7112	Temporary Help	348	1,238	1,238	1,238	1,122
7113	Overtime	734	5,000	5,000	818	1,000
7218	LTD/STD Insurance	277	267	267	267	240
7220	PERS Retirement - Normal Cost	2,836	2,507	2,507	2,507	2,563
7221	PERS Retirement - Unfunded Liability	3,722	2,615	2,615	2,615	3,446
7231	Workers Comp Insurance	1,280	1,527	1,527	1,527	1,053
7232	Unemployment Insurance	99	211	211	211	340
7233	FICA Taxes	178	554	554	554	503
7246	Benefit Insurance	10,106	4,852	4,852	4,852	5,018
7301	Recruitment/Pre-employment	922	500	500	-	500
7311	General Supplies	7,839	7,000	10,000	8,100	10,000
7331	Rentals/Leases	794	-	-	-	-
7332	Telecommunications	4,227	4,350	4,350	4,817	4,915
7335	Gas & Electric Serv.	42,836	47,000	47,000	45,000	47,000
7338	Water Service	18,628	20,400	20,400	18,000	20,000
7341	Buildings & Grounds Mtn	39,339	18,350	18,350	9,371	15,250
7342	Machinery/ Equip Maint.	1,595	2,000	2,000	4,160	1,750
7343	Vehicle Maintenance	2,035	2,000	2,000	1,000	1,500
7344	Vehicle Gas, Oil, and Supplies	980	1,500	1,500	1,000	1,100
7346	HVAC Mtn & Repairs	12,018	10,000	10,000	32,136	12,000
7373	Education and Training	953	2,000	2,000	2,000	2,000
7411	Legal Services Retainer	855	2,550	2,550	1,000	1,164
7417	Janitorial Services	10,648	9,000	9,000	12,462	12,500
7419	Other Prof. Services	-	-	-	-	-
7429	Animal/Pest Control Services	1,637	1,500	1,500	1,482	2,760
7435	Contract Seasonal Labor	-	1,000	1,000	1,000	3,000
7440	Tree Trimming Services	-	5,000	5,000	5,000	5,000
7486	CERF Charges/Depreciation	10,000	10,000	10,000	10,000	10,000
NEW	Dog Park Operating Costs	-	-	-	-	8,000
Total Operating Expenditures		200,978	189,608	192,608	197,804	201,462

City of Clayton
Public Works Department 03
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7311	<u>General Supplies</u>					
	Cintas Uniforms Cleaning and Replace				2,900	3,000
	Zee Medical First Aid equip/supplies				400	400
	Nutrien Ag non LMD Landscape supplies				500	500
	Reck Lock				100	50
	Diablo Glass				69	-
	Cole Supplies Trash Liners				86	100
	US Bank Cal Card				2,000	500
	Misc	7,839	7,000	10,000	2,045	5,450
	Total 7311	7,839	7,000	10,000	8,100	10,000
	Difference (s/b 0)	-	-	-	-	-
7332	<u>Telecommunications</u>					
	AT&T CalNet Phone Services (Mainline)	542	600	600	574	600
	Profession Co. Solutions (Troubleshooting)	-	200	200	200	500
	EBRCSA	600	700	700	653	700
	Contra Costa Telecommunications Svs				403	-
	Equipment	-	-	-	-	
	US Bank Cal Card - iPhone backup				7	15
	Verizon (Maintenance phones)	3,085	2,850	2,850	2,980	3,100
	Total 7332	4,227	4,350	4,350	4,817	4,915
	Difference (s/b 0)	-	-	-	-	-
7341	<u>Buildings/Grounds Maintenance</u>					
	Advanced Elevator	1,316			1,364	1,450
	Airtight Const	24,702				
	All Guard (Alarm system)	648			648	685
	Bay Area Barricade (Signs, barricades, etc.)				200	2,000
	C R Fireline - Fire/sprinkler inspection				2,000	3,000
	CA Dept Industrial Relations Elevator Insp	225			225	250
	Calcard (Misc. Supplies/maintenance)				-	
	total		18,350	18,350	-	
	CCC Fire Protection-oper.permits					500
	CCC Special Assessments (City Hall)	60			60	65
	Cintas Fire Inspection (extinguishers)	1,710			2,449	2,500
	CME lighting	183				
	Concord Garden (City Hall)					
	CR Fireline	3,000				
	Crop Production (lawn seed)		-			
	Diablo View Cleaning (Carpet)				375	500
	Dillon Electric (Parking Lot Lights, repairs)	292				500
	Graybar Electric	287				
	Harris & Assoc		-			
	Maintenance Yard Keypad (William D.)		-			
	Maintenance Age Gutter Cleaning	650				1,000
	Main Fire Protection					
	Marken Mech. Replace HVAC filters after Fires					
	Martell Water, Well service call					
	MSR Mechanical	1,289				
	Rex Lock & Safe	179			200	200
	US Bank CalCard	1,820			1,000	1,000
	Roto Rooters (Plumbing)	1,155				750
	Site One landscape - irrigation repair parks	645			650	650
	TruGreen - Lawn Svc for N.Valley Park	255				
	TurfStar				200	200
	Wally's Rental - compactor rental	134				
	William White Repair	789				
	Total 7341	39,339	18,350	18,350	9,371	15,250
	Difference (s/b 0)	-	-	-	-	-

City of Clayton
Public Works Department 03
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7342	<u>Machinery/Equip Maintenance</u>					
	Swenson Mobile CH generatoro svc/repairs				573	250
	Sonsray equip forklift parts				474	-
	Spraytech equip repairs/parts/service				2,512	500
	US Bank Calcard				601	500
	Misc	1,595	2,000	2,000		500
	Total 7342	1,595	2,000	2,000	4,160	1,750
	Difference (s/b 0)	-	-	-	-	-
7346	<u>HVAC Mtn & Repairs</u>					
	Marken Mechanical	12,018	-	4,000		
	Digital IT Services - HVAC Software				490	250
	MSR Mechanical regular Mntc				4,000	1,000
	MSR Service calls/trouble shooting	-	-	-	2,747	1,000
	MSR Mechanical repairs		10,000	6,000	24,899	9,750
	Total 7346	12,018	10,000	10,000	32,136	12,000
	Difference (s/b 0)	-	-	-	-	-
7417	<u>Janitorial Service</u>					
	Cole Supply	728	500	500	-	
	J&R (Janitorial) - in 2021 added maint yrd + CH	7,139	5,500	5,500	8,710	10,500
	US Bank CalCard				116	
	Hammons - addl for COVID 19				169	
	Reclassify for CARES/Grants				(533)	
	Hammons (Supplies for J&R)	2,781	3,000	3,000	4,000	2,000
	Total 7417	10,648	9,000	9,000	12,462	12,500
	Difference (s/b 0)	-	-	-	-	-
7429	<u>Animal/Pest Control Services</u>					
	Contract Service for Rodent Control	-	-	-		1,200
	Western Exterminator	1,637	1,500	1,500	1,482	1,560
	Total 7429	1,637	1,500	1,500	1,482	2,760
	Difference (s/b 0)	-	-	-	-	-

Community Development Department 04

Department Description

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

Services funded:

Long Range Planning and Special Studies Program

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

Development and Design Review Program

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

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

Ordinance Information and Code Enforcement Program

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

Housing Program

- Administer the low-and moderate-income housing programs of the City.
- Ensure low-and moderate-income units remain available to qualified applicants upon sale of units.
- Lead update to the City's Housing Element.

City of Clayton
Community Dev Department 04
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	140,067	199,645	199,645	199,645	199,274
7112	Temporary Salaries	-	-	-	-	-
7113	Overtime	1,006	1,500	1,500	1,500	-
7115	Planning Commission Comp	3,960	7,200	7,200	7,200	7,200
7218	LTD/STD Insurance	872	2,000	2,000	2,000	1,728
7220	PERS Retirement - Normal Cost	11,999	21,837	21,837	21,837	21,554
7221	PERS Retirement - Unfunded Liability	27,434	19,568	19,568	19,568	24,759
7231	Workers Comp Insurance	9,600	9,076	9,076	9,076	6,755
7232	Unemployment Insurance	574	868	868	868	868
7233	FICA Taxes	1,695	2,917	2,917	2,917	2,889
7241	Auto Allowance/Mileage	-	4,140	4,140	4,140	4,140
7246	Benefit Insurance	12,541	31,460	31,460	31,460	37,619
7323	Books/Periodicals	-	200	200	200	200
7324	Dues and Subscriptions	-	950	950	950	950
7332	Telecommunications	649	700	700	700	700
7371	Travel	8	500	500	500	500
7372	Conferences/Meetings	-	1,500	1,500	1,500	1,500
7373	Education and Training	-	2,000	2,000	2,000	2,000
7380	Recording Fees	-	500	500	500	500
7384	Legal Notices	415	2,000	2,000	3,000	2,000
7411	Legal Services Retainer	26,396	30,600	30,600	5,155	23,280
7413	Special Legal Services	395	5,000	5,000	5,000	5,000
7419	Other Professional Services	16,516	-	-	-	-
Total Operating Expenditures		254,127	344,161	344,161	319,716	343,416
Capital Outlay & Other One Time Expenditures						
7419	Prof. Svc. - Open Space Studies	4,510			-	-
7485	Capital Outlay	-			-	-
Total Capital Outlay & One Time Expenditures		4,510	-	-	-	-
Total Expenditures		258,637	344,161	344,161	319,716	343,416

7324 **Dues & Subscriptions**

APA/ AICP	-	650	650	650	650
AEP Membership		150	150	150	150
Code Enforcement Association Dues (CAECO)	-	150	150	150	150
Total 7429	-	950	950	950	950
Difference (s/b 0)	-	-	-	-	-

7419 **Other Professional Services**

Michael Baker Planning Services	220				
ParcelQuest	1,799				
TRC Environmental Corp	14,497			-	-
Total 7419	16,516	-		-	-
Difference (s/b 0)	-	-		-	-

7419 **Other Prof Services - One Time/Cap Outlay**

Economic & Plan - Aff Hsg/Open Spce Stdys	4,510			-	
Total 7419	4,510	-		-	-
Difference (s/b 0)	-	-		-	-

General Services

Department 05

Department Description

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

Services funded:

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

City of Clayton
General Services Department 05
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7232	Unemployment Insurance	-	-	-	-	-
7247	OPEB Expense	14,578	15,100	15,100	15,100	15,100
7301	Recruitment/Pre-employment	32,499	1,000	1,000	500	30,000
7312	Office Supplies	8,872	8,000	8,000	4,000	8,000
7314	Postage	2,425	4,500	4,500	3,000	4,500
7321	Printing and Binding	1,667	1,500	1,500	1,500	1,500
7331	Rentals/Leases	12,876	16,438	16,438	16,438	16,438
7332	Telecommunications	4,633	5,000	5,000	5,000	5,000
7351	Insurance Premiums	112,269	113,000	113,000	124,274	145,349
7364	Employee Recognition	2,690	1,500	1,500	1,500	1,500
7381	Property Tax Admin Cost	8,539	9,300	9,300	9,300	9,300
7415	Computer/IT Services	31,593	-	-	-	-
7419	Other Prof. Services	8,346	10,800	10,800	10,800	10,800
7420	Merchant Fees	4,827	5,110	5,110	5,110	5,110

Total Operating Expenditures		245,814	191,248	191,248	196,522	252,597
Capital Outlay & Other One Time Expenditures						
7419	Prof. Svc. - Digital Img. & Searchable Muni Code	2,851	33,542	33,542	33,542	-
Total Expenditures		248,665	224,790	224,790	230,064	252,597

7301 Recruitment / Pre-employment

Advertising costs (Bay Area News, Pioneer)	351	350	350	500	350
BB&K	1,535				
CPS HR Consulting	21,164			-	29,000
Livescan	176	100	100	-	100
US Bank CalCard	9,273	50	50	-	50
Health Screening (US Health - \$456/emp.)	-	500	500	-	500
Total 7301	32,499	1,000	1,000	500	30,000
Difference (s/b 0)	-	-	-	-	-

7331 Rentals & Leases

Storage Unit Rent (Calcard)	1,992	2,090	2,090	2,090	2,090
Neopost (\$158.20/mo) + supplies \$500	1,532	2,700	2,700	2,700	2,700
Postage Machine Lease	560			511	
DeLage Landen Fin Svc (~\$345/mo)	3,960	4,000	4,000	4,000	4,000
Caltronics Copier/scanner maint. (~\$300/mo + incidentals)	4,832	7,648	7,648	7,137	7,648
Total 7331	12,876	16,438	16,438	16,438	16,438
Difference (s/b 0)	-	-	-	-	-

7351 Insurance Premiums

Liability Insurance	94,768	95,000	95,000	101,736	121,567
Cyber Liability Insurance	-	-	-	2,510	2,600
ERMA Insurance	-	-	-	-	-
Unmet liability deductible	-	-	-	-	-
Property Damage Insurance (Flood, Boiler & Machinery, Copper/Water)	13,317	13,500	13,500	16,172	17,000
Vehicle	2,739	3,000	3,000	2,293	3,062
Vehicle Damage (MPA)	-			116	120
Employee Crime (MPA)	1,445	1,500	1,500	1,447	1,000
Total 7351	112,269	113,000	113,000	124,274	145,349
Difference (s/b 0)	-	-	-	-	-

7415 Computer Services

IT Support (Digital Services Quote)	23,875	-	-	-	-
Zoom Meetings	350				
IT Services that will be moved to CARES/PEG Grant					
Miscellaneous computer services	7,368	-	-	-	-
Total 7415	31,593	-	-	-	-
Difference (s/b 0)	-	-	-	-	-

City of Clayton
General Services Department 05
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	<u>Other Professional Services</u>					
	Payroll Processing System (ADP/Paychex)	6,572	7,300	7,300	7,300	7,300
	Bay Area Newsgroup	-	500	500	500	500
	CalPERS Health Administrative Fee	1,103	1,500	1,500	1,500	1,500
	US Bank CalCard	296				
	Paychex Time & Attendance Software	-	-	-	-	-
	ECS Imaging	-				
	ICMA - 401 A Plan fee	375	500	500	500	500
	Reclassified to CARES/Grant Fd					
	Employment Posters	-	-	-	-	-
	Municipal Code	-			-	-
	General non-reimbursable CCC recording fees	-	1,000	1,000	1,000	1,000
	Total 7419	8,346	10,800	10,800	10,800	10,800
	Difference (s/b 0)	-	-	-	-	-
7420	<u>Merchant Fees</u>					
	Online Payment Gateway (Authorize.net)	362	340	340	340	340
	Bank Charges	159				
	US Bank Voyager Fleet Card setup fees					
	Bank Wire fees	90	60	60	60	60
	Paysafe Credit Card (City Hall & Online)	4,216	4,710	4,710	4,710	4,710
	Total 7420	4,827	5,110	5,110	5,110	5,110
	Difference (s/b 0)	-	-	-	-	-
7419	<u>Other Capital Outlay & One Time Expenses</u>					
	ECS Imaging - Electronic Records Management	-	33,542	33,542	30,691	-
	Stria City Council Digital Conversion					
	Searchable Online Muni Code	2,851			2,851	
	Total 7419	2,851	33,542	33,542	33,542	-

Police Department Department 06

Department Description

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

Services funded:

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

City of Clayton
Police Department 06
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	1,032,834	1,132,832	1,084,138	1,084,138	1,205,892
7112	Temporary Help	-	-	-	-	-
7113	Overtime	117,482	100,000	100,000	100,000	100,000
7116	Part-time Salaries	4,254	6,125	6,125	6,125	6,125
7218	LTD/STD Insurance	8,147	11,351	11,351	10,000	10,455
7219	Deferred Compensation Retirement	2,700	2,700	2,700	2,700	2,700
7220	PERS Retirement - Normal Cost	144,465	165,391	165,391	165,391	176,439
7221	PERS Retirement - Unfunded Liability	177,449	199,180	199,180	199,180	243,966
7231	Workers Comp Insurance	54,800	51,390	51,390	51,390	41,082
7232	Unemployment Insurance	3,635	5,588	5,588	5,588	5,588
7233	FICA Taxes	16,732	18,345	18,345	18,345	19,404
7241	Auto Allowance/Mileage	4,440	4,440	4,440	4,440	4,800
7242	Uniform Allowance	8,550	9,000	9,000	9,000	9,000
7246	Benefit Insurance	151,844	147,367	147,367	147,367	168,962
7301	Recruitment/Pre-employment	3,663	5,000	5,000	3,000	5,000
7311	General Supplies	19,028	17,000	17,000	17,000	17,000
7312	Office Supplies	2,586	5,000	5,000	5,000	5,000
7313	Small Tools & Equipment	-	-	-	-	-
7314	Postage	127	100	100	100	100
7323	Books and Periodicals	-	250	250	400	400
7324	Dues and Subscriptions	9,718	10,000	10,000	10,200	10,200
7325	EBRCSA system user fee	10,800	10,800	10,800	10,800	10,800
7332	Telecommunications	15,178	17,400	17,400	19,000	20,000
7342	Machinery/ Equip Maint.	750	2,000	2,000	1,000	2,000
7343	Vehicle Maintenance	33,392	35,000	35,000	25,000	30,000
7344	Vehicle Gas, Oil, and Supplies	36,624	40,000	40,000	38,000	40,000
7345	Office Equip. Maint. & Repairs	2,245	3,200	3,200	3,200	3,200
7363	Business Meeting Expense	16	200	200	200	200
7364	Employee Recognition	74	200	200	200	200
7365	Volunteer Appreciation	-	-	-	-	-
7371	Travel	19	-	-	-	-
7373	Education and Training	10,505	15,000	15,000	15,000	15,000
7408	Crossing Guard Services	8,564	14,000	14,000	4,200	28,000
7411	Legal Services Retainer	11,222	10,200	10,200	20,000	11,640
7413	Special Legal Services	7,909	5,000	5,000	20,000	5,000
7417	Janitorial Services	3,000	3,000	3,000	4,000	3,000
7419	Other Prof. Services	2,104	4,000	4,000	4,000	4,000
7424	Dispatch Services	279,073	293,100	293,100	293,100	307,755
7425	Lab Fees	5,714	15,000	15,000	5,000	10,000
7426	Jail Booking Fee	-	5,500	5,500	2,250	5,500
7427	Cal ID Services	13,005	13,000	13,000	13,000	13,000
7429	Animal/Pest Control Services	72,986	76,264	76,264	76,264	75,627
7433	Integrated Justice System (ACCJIN + ARIES)	11,094	12,000	12,000	12,000	12,000
7438	Parking Enforcement - Regency Drive	16,384	-	3,750	3,750	-
7486	CERF Charges/Depreciation	60,000	60,000	108,694	108,694	60,000
Total Operating Expenditures		2,363,112	2,525,923	2,529,673	2,518,022	2,689,035
Capital Outlay & Other One Time Expenditures						
7485	Capital Outlay	-	-	-	-	-
7419	Professional Services - DOJ Data Connect	-	-	-	-	-
Total Capital Outlay & Other One Time Exp.		-	-	-	-	-
Total Expenditures		2,363,112	2,525,923	2,529,673	2,518,022	2,689,035

City of Clayton
Police Department 06
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7301	<u>Recruitment / Pre-employment</u>					
	Total		5,000	5,000	3,000	5,000
	Advertising costs (Bay Area News, Pioneer)					-
	US Bank Cal Card - Hiring Costs	483				
	Credit checks					
	Jocelyn Rolen - Pre Emp Screen/Psyche Eval					
	Livescan/Fingerprinting (Concord, other)	536				
	Mark Graham Polygraph	900				
	Lunches for interview panels					
	Occupational He - pre-emp screening	744				
	Psychological - Pre-emp Screening	1,000				
	US Healthworks Pre Employment Screening					
	Health Screening					
	Jocelyn Rolen					
	Psychological Exams (\$475/emp.)					
	Background checks (\$1,800/emp.)					
	Polygraphs (TTI, Kirby, etc.) (\$300/emp.)	-				
	Total 7301	3,663	5,000	5,000	3,000	5,000
	Difference (s/b 0)	-	-	-	-	-
7311	<u>General Supplies</u>					
	Total		17,000	17,000	17,000	17,000
	City of Concord - Printing	397				-
	Bay Area Barric - Flares	2,356				
	Concord Uniforms	5,491				
	CSI Forensic	379				
	Eagle Business	2,178				
	Ed Jones Co - Refurb Badges					
	Entenmann-Rovin - Badges	513				
	Galaxy Press					
	LC Action - Glock Pistols	396				
	Nav Surf War Cen - Optic Tech Program	300				
	Rex Lock & Safe					
	Officer Reimbursements					
	Thompson-Reuters - Penal Code Books	222				
	Forms/Notices/Citations					
	Reclassified to CARES/Grants Fd					
	Payroll Item					
	Zee Medical Supplies	128				
	Misc. Calcard supplies (Badges, etc.)	6,668				
	Total 7311	19,028	17,000	17,000	17,000	17,000
	Difference (s/b 0)	-	-	-	-	-

City of Clayton
Police Department 06
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7324	<u>Dues, Fees, Subscriptions</u>					
	Total	-	-	-	-	10,200
	CA Police Chief Membership Renewal				348	
	CA Dept - PD Emp Scrn - database access					
	CAPE Dues	-	50	50	-	
	CCC Family Justice Center	200	200	200	200	
	CCC Police Chief's Assoc Dues	775	800	800	775	
	CLEARs, Inc.	50	50	50	-	
	CLETS Message (ID lookup)	702	800	800	764	
	Copware Sourcebooks	400	400	400	400	
	DMV - Vehicle code books	58	75	75	-	
	International A - Member Dues	190	190	190	-	
	IVC Global		50	50	-	
	Lexipol Subscription (Daily Training Bulletin A	6,705	6,800	6,800	6,961	
	Calcard	638	585	585	566	
	Website renewal - calcard	-	-	-	-	
	Total 7324	9,718	10,000	10,000	10,014	10,200
	Difference (s/b 0)	-	-	-	186	-
7332	<u>Telecommunications</u>					
	AT&T CalNet Phone Services (Mainline)	4,358	4,500	4,500	4,500	
	Courtyard phone (Pacific Telemanagement)	840	1,000	1,000	1,000	
	Globalstar LLC (satellite phone)	1,293	1,300	1,300	1,300	
	Motorola Unit Charger					
	Telecom equipment/maintenance		1,800	1,800	1,800	
	Sprint Comm. (cell phone, entryway camera air	8,687	8,800	8,800	8,800	
	Misc.		-	-	-	20,000
	Total 7332	15,178	17,400	17,400	17,400	20,000
	Difference (s/b 0)	-	-	-	(1,600)	-
7342	<u>Machinery/ Equip Maint.</u>					
	Breathalyzer, repairs, supplies	-	500	500	-	
	Calcard purchases	-	500	500	-	2,000
	Taser, repairs, supplies	-	500	500	500	
	Radar repair (The Radar Shop, Customer Signa	750	500	500	500	
	Message Trailers - C/O to be reclassified					
	Reclassified to CARES/Grant Fd	-	-	-	-	-
	Total 7342	750	2,000	2,000	1,000	2,000
	Difference (s/b 0)	-	-	-	-	-

City of Clayton
Police Department 06
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7343	<u>Vehicle Maintenance</u>					
	Ace Sierra Tow	1,433				
	All Bay Cities					
	Auto Supplies (Autozone, etc.)					
	CalCard	2,759				
	Big O Tires	461				
	Contra Costa Powersports, motorcycle repair					
	Car Wash/Maintenance (Calcard)					
	Contra Costa Po - Motorcycle Repair					
	City of Antioch Vehicle Maint	10,826	35,000	35,000	25,000	30,000
	City of Concord Vehicle Maint.	483				
	Contra Costa Tractor					
	Future Ford / Auto Center	14,932				
	Swenson's Mobil Service					
	Performance Trailer					
	LEHR (Formerly Pursuit North)	2,223				
	Decals for cars	275				
	Total 7343	33,392	35,000	35,000	25,000	30,000
	Difference (s/b 0)	-	-	-	-	-
7345	<u>Office Equip. Maint. & Repairs</u>					
	Rex Lock & Safe		500	500	492	492
	Riso Products/Pacific Office - Lease	2,087	2,200	2,200	2,200	2,200
	Riso Products/Pacific Office - Supplies		500	500	259	259
	US Bank Cal Card	158	-	-	249	249
	Pacific Office Copier (change from R	-	-	-	-	-
	Total 7345	2,245	3,200	3,200	3,200	3,200
	Difference (s/b 0)	-	-	-	-	-
7419	<u>Other Professional Services</u>					
	CCC Children's Interview Center (CIC)	500	1,000	1,000	500	1,000
	Covanta Stanisl - Evidence Destruction					
	Shredding		1,000	1,000		1,000
	Crime Scene Cleaners (Aftermath, other)	350	-	-	500	
	Critical Reach-TRAK alert	200	400	400	200	400
	Data Ticket		100	100	-	100
	Miscellaneous / Calcard		-	-	400	
	Internal Reviews (PMC/Simpson Invest.)		-	-	-	
	Incident Debriefing (Psychological Resources)		-	-	-	
	US Bank CalCard	95				
	Medical Waste Disposal (Stericycle)	959	1,500	1,500	600	1,500
	Total 7419	2,104	4,000	4,000	2,200	4,000
	Difference (s/b 0)	-	-	-	1,800	-
7429	<u>Animal / Pest Control Service</u>					
	CCC Animal Svcs Dept	72,986	76,264	76,264	76,264	75,627
	Wild Pig Control	-	-	-	-	-
	Total 7429	72,986	76,264	76,264	76,264	75,627
	Difference (s/b 0)	-	-	-	-	-

City of Clayton
Police Department 06
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	<u><i>Other Prof Services - One Time/Cap Outlay</i></u>					
	Quest Media - Wireless Access Point	-	-	-	-	-
	Total 7419	-	-	-	-	-
	Difference (s/b 0)	-	-	-	-	-
7485	<u><i>Capital Outlay</i></u>					
	LEHR - New Cable, Antennae, vehicles		-	-	-	
	LEHR - Computer Accessories - patrol units		-	-	-	
	Portable Computer Equip for patrol cars		-	-	-	
	DOJ Data Connect Project		-	-	-	
	Bar Code Printer for RMS Project		-	-	-	
	QPCS - 8 Routers & Antennas		-	-	-	
		-	-	-	-	
	Total 7485	-	-	-	-	-
	Difference (s/b 0)	-	-	-	-	-

Library Department 07

Department Description

The operation of the Clayton Community Library was the original model for other cities and is looked to as the example in County - City partnerships. While staffing of the Library is run by the County Library System, the City owns and maintains the building and grounds surrounding the Library at City expense. Beginning in FY 2021/22, the County will be providing 40 base hour of library service, this is an increase from their prior 35 hours of base library service.

Services funded:

- General maintenance of library facility and parking lot.
- Ensure fire inspection compliance of library facility.
- HVAC system repairs contract supervision.
- Pest extermination services contract supervision.
- Tree trimming services contract supervision.
- Janitorial services contract supervision.

City of Clayton
Library Department 07
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	7,526	7,625	7,625	2,800	7,925
7112	Temporary Help	-	-	-	-	-
7113	Overtime	-	-	-	-	-
7218	LTD/STD Insurance	89	76	76	30	69
7220	PERS Retirement - Normal Cost	700	716	716	262	732
7221	PERS Retirement - Unfunded Liability	1,210	747	747	274	985
7231	Workers Comp Insurance	400	344	344	130	269
7232	Unemployment Insurance	39	52	52	19	52
7233	FICA Taxes	119	111	111	40	115
7246	Benefit Insurance	1,365	1,386	1,386	508	1,434
7311	General Supplies	-	-	-	-	-
7332	Telecommunications	2,126	2,500	2,500	2,500	2,500
7335	Gas & Electric Serv.	54,098	54,000	54,000	55,000	58,000
7338	Water Service	2,178	2,120	2,120	2,120	2,300
7341	Buildings & Grounds Maintenance	10,927	14,100	14,100	10,668	14,300
7343	Vehicle Maintenance	638	700	700	100	500
7344	Vehicle Gas, Oil, and Supplies	306	500	500	100	500
7346	HVAC Mtn & Repairs	8,508	8,400	8,400	7,400	8,500
7417	Janitorial Services	21,478	30,000	30,000	5,637	20,000
7423	Extra & Sunday Operating Hours	6,999	12,554	12,554	12,554	-
7429	Animal/Pest Control Services	1,536	1,900	1,900	1,900	2,000
7435	Contract Seasonal Labor	-	-	-	-	2,000
7440	Tree Trimming Services	2,364	2,000	2,000	2,000	5,000
Total Operating Expenditures		122,606	139,831	139,831	104,042	127,181

City of Clayton
Library Department 07
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7341	<u>Building & Grounds Maintenance</u>					
	All Around Seamless (gutter repair)		1,000	1,000	-	1,000
	All Guard Alarm (Fire/Burglar Alarm)	1,110	1,200	1,200	1,240	1,300
	Burris Window Shades (fix shades)	420	1,000	1,000	-	1,000
	Bay Area Barricade - Library Hours stickers				38	-
	Calcard (Miscellaneous supplies/services)	808	2,000	2,000	400	1,000
	CCC Fire Protection Operational Permit		1,000	1,000	-	1,000
	Cintas Fire extinguisher inspections	387	500	500	430	500
	CME Lighting	472	1,000	1,000	500	1,000
	CR Fireline Inc. (alarm testing/inspections)	2,350	2,000	2,000	2,000	2,100
	CR Fireline Inc - Replace battery				4,650	-
	Devil Mountain (plants)		-	-	-	-
	Diablo View Cleaning (carpets)	225	1,000	1,000	225	1,000
	Dillon Electric	188	-	-	563	500
	Flash Commercial (Emergency light insp/svc)		-	-	-	-
	HH Repair Shades				-	-
	Maintenance Age - Clean Gutters	700	700	700	-	1,000
	MSR Mechanical				-	-
	Irrigation parts (Site One)		500	500	500	500
	Petty Cash		-	-	34	-
	Plumbing (Roto Rooter)	406	1,500	1,500	-	1,000
	Rex Lock		300	300	88	300
	Ross Recreation	368	400	400	-	600
	Stanley Access - Service Call Lib doors	3,493	-	-	-	500
	Wally's Rental		-	-		
	Total 7341	10,927	14,100	14,100	10,668	14,300
	Difference (s/b 0)	-	-	-	-	-
7346	<u>HVAC Mtn & Repairs</u>					
	Marken - Maintenance (semi-annually)	-	2,000	2,000	2,000	2,000
	Marken (HVAC prev \$527.17/)		3,400	3,400	3,400	3,500
	Marken Mechanical - (Service Calls)	8,508	3,000	3,000	2,000	3,000
	Total 7346	8,508	8,400	8,400	7,400	8,500
	Difference (s/b 0)	-	-	-	-	-
7417	<u>Janitorial Services</u>					
	J&R Janitorial	19,590	26,500	26,500	5,000	18,000
	J&R - COVID 19					
	Transferred to CARES/Grant Fd				(173)	
	Hammons (Janitorial Supplies)	1,888	3,500	3,500	810	2,000
	Total 7417	21,478	30,000	30,000	5,637	20,000
	Difference (s/b 0)	-	-	-	-	-

Engineering Department 08

Department Description

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

Services funded:

Administrative

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

Capital Improvements

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

Land Development

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

City of Clayton
Engineering Department 08
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular					-
7112	Temporary Salaries					-
7218	LTD/STD Insurance					-
7219	Deferred Compensation Retirement					-
7220	PERS Retirement - Normal Cost					-
7221	PERS Retirement - Unfunded Liability					-
7231	Workers Comp Insurance					-
7232	Unemployment Insurance					-
7233	FICA Taxes					-
7241	Auto Allowance/Mileage					-
7246	Benefit Insurance					-
7324	Dues and Subscriptions	958	2,700	2,700	2,700	3,300
7410	Professional Engineering Services	123,103	122,400	122,400	122,400	127,051
7411	Legal Services Retainer	6,255	2,550	2,550	13,060	6,984
7412	Engineering Inspections	-	500	500	-	500
Total Operating Expenditures		130,316	128,150	128,150	138,160	137,835
Capital Outlay & Other One Time Expenditures						
7419	Prof. Svc. - Local Hazard Mitigation Plan	6,511	11,325	11,325	11,325	
7485	Capital Outlay					
8111	Transfer to CIP Fd - Green Infrastructure Plan	18,802	-	-	-	-
Total Capital Outlay & Other One Time Exp.		25,313	11,325	11,325	11,325	-
Total Expenditures		155,629	139,475	139,475	149,485	137,835

7324 Dues, fees, subscriptions

CD data	-	-	-	-	-
Parcel quest	-	2,100	2,100	1,300	1,800
Underground Alert	958	600	600	1,400	1,500
Other	-	-	-	-	-
Total 7324	958	2,700	2,700	2,700	3,300
Difference (s/b 0)	-	-	-	-	-

**Community Park
Department 09**

Department Description

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

Services funded:

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

City of Clayton
Community Park Department 09
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	53,908	53,374	53,374	53,374	55,477
7112	Temporary Help	1,692	4,388	4,388	4,388	3,978
7113	Overtime	1,996	4,000	4,000	3,000	2,000
7218	LTD/STD Insurance	593	535	535	535	481
7220	PERS Retirement - Normal Cost	4,779	5,013	5,013	5,013	5,125
7221	PERS Retirement - Unfunded Liability	8,022	5,231	5,231	5,231	6,893
7231	Workers Comp Insurance	2,600	2,933	2,933	2,933	2,229
7232	Unemployment Insurance	308	466	466	466	923
7233	FICA Taxes	1,173	1,168	1,168	1,168	1,138
7246	Benefit Insurance	8,888	9,704	9,704	9,704	10,036
7307	Irrigation Supplies	-	4,000	4,000	5,000	5,000
7311	General Supplies	3,823	12,000	12,000	6,000	9,300
7331	Rentals/Leases	-	500	500	-	-
7335	Gas & Electric Serv.	1,607	1,800	1,800	2,100	2,100
7338	Water Service	107,395	134,700	134,700	134,700	134,700
7341	Buildings/Grounds Maintenance	9,331	2,500	2,500	10,500	10,500
7342	Equipment Maintenance	-	-	-	-	5,000
7343	Vehicle Maintenance	3,769	4,000	4,000	2,400	2,500
7344	Vehicle Gas, Oil, and Supplies	1,859	3,500	3,500	3,500	3,500
7417	Janitorial Services	10,761	13,500	13,500	10,043	13,600
7429	Animal/Pest Control Services	816	700	700	7,078	9,020
7435	Contract Seasonal Labor	10,961	18,000	18,000	11,000	11,000
7440	Tree Trimming Services	2,700	8,000	8,000	8,000	12,000
Total Operating Expenditures		236,981	290,012	290,012	286,133	306,500

City of Clayton
Community Park Department 09
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7311	<u>General Supplies</u>					
	Bay Area Barricade					
	Cole Supply Company	187	500	500	300	300
	Cole Supply - COVID 19		1,000	1,000	-	
	Concord Trailer	109			-	
	Contra Costa Topsoil Mix		1,000	1,000		1,000
	Mt Diablo Lands					
	Nutrien AG (weed control)	1,039	1,500	1,500	-	1,500
	Hawes Fountains		-	-		
	Misc. Calcard Supplies (Osh, ACE, West Coast S&G, etc.)		-	-	-	
	PM Signs		-	-		
	Roto Rooter (supplies)		-	-		
	Turf Star	1,490	3,000	3,000	4,200	
	Site-One Landscaping Supplies	783	-	-	1,500	1,500
	Infield Mix (West Coast Sand & Gravel, Mt. Diablo)		5,000	5,000		5,000
	US Bank CalCard	215	-	-		
	Total 7311	3,823	12,000	12,000	6,000	9,300
	Difference (s/b 0)	-	-	-	-	-
7341	<u>Buildings/Grounds Maintenance</u>					
	Irrigation supplies		-	-		
	Door/lock repairs (Rex Lock, R&S, etc.)		1,000	1,000		500
	CalCard	3,665			1,500	500
	Cole Supply				-	
	Dave Bang Assoc				3,000	2,000
	West Coast Surf	1,050			-	
	Warner Brothers	2,325			-	
	Dillon Electric		-	-	6,000	6,000
	Site-One Landscaping Supplies	354				
	Turf Star	1,937				
	Plumbing (Roto Rooter, etc.)	-	1,500	1,500		1,500
	Total 7341	9,331	2,500	2,500	10,500	10,500
	Difference (s/b 0)	-	-	-	-	-
7417	<u>Janitorial Services</u>					
	Monthly Janitorial (J&R - \$1,000/mo)	9,000	12,000	12,000	9,243	12,000
	Cole Supply	453				
	Hammons Supply	1,308	1,500	1,500	800	1,600
	Total 7417	10,761	13,500	13,500	10,043	13,600
	Difference (s/b 0)	-	-	-	-	-
7429	<u>Animal/Pest Control Services</u>					
	Landscape Pest Control (Rodent control)	-	-	-		2,000
	Cal Card				400	300
	Pig Trapper Costs for Park				6,000	6,000
	Employee Animal/Pest Control				-	
	Western Exterminator (Insect Control 56.50)	816	700	700	678	720
	Total 7429	816	700	700	7,078	9,020

Rainy Day Fund 110

Fund Description

This Fund was established in FY2020/21 to capture any annual surplus identified through the annual financial audit that the City Council wished to earmark for future allocation to one-time purposes. This allowed the Council and City staff to have a consolidated tracking mechanism for these amounts.

FY 2019/20, per the audited financial statement (CAFR), there was a net cash increase of \$290,542 in the General Fund which the City Council transferred to the Rainy Day Fund at the Mid-Year Budget review. Also at the Mid-Year Review, the City Council authorized expenditures from the Fund for Election Services; Crossing Guard Services; additional janitorial costs associated with COVID-19; and an increase to help fund an additional replacement police vehicle to ensure that our police fleet is adequately up to date. Those actions brought the balance to \$508,574.

Since the Mid-Year Review, the City Council has also authorized an appropriation of up to \$330,000 for the completion of the City's required Update to the Housing Element. The current anticipated balance at the end of FY2021/22, including interest earnings, is **\$181,475**.

It should be noted here that the Rainy Day Fund represents only a small portion of the City's total General Fund Reserves. Additional Reserve categories will be recommended by staff later in the fiscal year and then may be established by the City Council to further clarify desired uses of the funds.

City of Clayton
Rainy Day Fund Fund 110
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Completion of Prior City Manager Contractual Obligation	-	-	118,774	118,774	
7382	Election Services - November 2020 City Council Election	-	15,000	15,000	9,835	
7408	Crossing Guard Services - Additional (3rd) Crossing Guard at School	-	14,000	14,000	4,200	-
7417	Janitorial Service - Additional Covid 19 Costs		12,500	12,500	2,500	
NEW	Transfer to CERF Fund - New Police Vehicle	-	-	16,306	16,306	-
NEW	Transfer to CIP Fund - Housing Element Update					330,000
Total Expenditures		-	41,500	176,580	151,615	330,000
5601	Interest	-	-	-	5,000	3,000
6001	Transfer from General Fund - 6/30/19 Operational Excess	-	333,300	333,300	333,300	
6001	Transfer from General Fund - Remaining Green Infrastructure Allocation	-	31,315	31,315	31,198	
6001	Transfer from General Fund - 6/30/20 Adjusted Operational Surplus	-	-	290,592	290,592	
Total Revenue		-	364,615	655,207	660,090	3,000
Increase (Decrease) in Fund Balance		-	323,115	478,627	508,475	(327,000)
Beginning Fund Balance		-	-	-	-	508,475
Ending Fund Balance		-	323,115	478,627	508,475	181,475

Special Revenue Funds 2021/22

City of Clayton
 HUTA Gas Tax Fund 201
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	12,918	19,062	19,062	9,000	19,813
7112	Temporary Help	-	551	551	600	500
7113	Overtime	3,142	-	-	600	-
7218	LTD/STD Insurance	145	191	191	90	172
7220	PERS Retirement - Normal Cost	1,141	1,790	1,790	841	1,830
7221	PERS Retirement - Unfunded Liability	1,941	1,868	1,868	878	2,462
7231	Workers Comp Insurance	1,000	903	903	424	707
7232	Unemployment Insurance	54	143	143	67	200
7233	FICA Taxes	213	319	319	150	326
7246	Benefit Insurance	2,244	3,466	3,466	1,629	3,584
7311	General Supplies	420	-	-	1,600	1,000
7324	Dues & Subscriptions	-	3,000	3,000	-	-
7326	Pavement Repair Supplies	146	1,000	1,000	100	1,000
7327	Arterial Street Light Supplies	-	1,000	1,000	-	1,000
7335	Gas & Electric Serv.	48,864	54,000	54,000	48,000	48,000
7340	Traffic Safety Supplies	9,555	9,000	9,000	9,000	9,000
7343	Vehicle Maintenance	1,094	2,500	2,500	1,000	1,000
7344	Vehicle Gas, Oil, and Supplies	527	2,000	2,000	1,000	1,000
7349	Traffic Signal Maintenance	33,980	43,000	43,000	35,000	35,000
7350	Pavement and Sidewalk Repair/Maintenance	17,766	30,000	30,000	2,000	30,000
7381	Property Tax Admin Cost	300	400	400	400	400
7419	Other Prof. Services	33,649	21,300	21,300	21,300	25,000
7435	Contract Seasonal Labor	-	-	-	-	-
7450	Street Light Maintenance	3,338	4,000	4,000	3,500	4,000
7485	Capital Outlay - Machinery Vehicles & Equip.				13,347	-
7486	CERF Charges/Depreciation	4,500	4,500	4,500	4,500	4,500
8101	Fund Admin - Transfer to GF	8,060	8,150	8,150	8,150	8,460
8111	Transfer to CIP Fund	15,683	474,724	501,898	501,897	149,825
Total Expenditures		200,680	686,867	714,041	665,073	348,779
4101	Property Taxes - Secured	37,525	38,300	38,300	39,203	39,900
4102	Property Taxes - Unsecured	1,287	1,200	1,200	1,237	1,200
4103	Property Taxes - Unitary Tax	494	500	500	501	500
4104	Property Taxes - Supplemental	995	900	900	71	300
4106	Property Taxes - Other	290	300	300	2	100
5209	State Gasoline 2105	59,443	66,743	62,158	59,012	64,178
5210	State Gasoline 2106	41,903	48,677	42,403	40,522	43,720
5211	State Gasoline 2107	75,058	83,936	78,897	74,834	81,622
5212	State Gasoline 2107.5	3,000	3,000	3,000	3,000	3,000
5216	State of CA Sec 2103 (Prop 42)	80,352	40,639	90,180	73,079	87,364
5219	State Gasoline Loan Repayments	13,101	-	-	-	-
5601	Interest	6,946	3,000	3,000	4,000	3,000
5606	Unrealized Inv. Gain/Loss	7,878	-	-	-	-
5790	Other Revenues	-	-	-	-	-
Total Revenue		328,272	287,195	320,838	295,461	324,884
Increase (Decrease) in Fund Balance		127,592	(399,672)	(393,203)	(369,612)	(23,895)
Beginning Fund Balance (Deficit)		267,695	400,057	400,057	395,287	25,675
Ending Fund Balance		395,287	385	6,854	25,675	1,780

City of Clayton
 HUTA Gas Tax Fund 201
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	<u>Other Professional Services</u>					
	Berolagar Steven - Mt Shasta Ct site recon	615	-	-	-	-
	US Bank Corp - Disposal	110	-	-	-	-
	Harris & Associates	32,704	-	-	21,300	25,000
	CalPERS actuary share	-	-	-	-	-
	Speed survey (2020)	-	20,000	-	-	-
	EBRCSA-Radio Mtn PW radio's	220	300	-	-	-
	Cropper (SCO Gas Tax Report Prep)	-	1,000	-	-	-
		33,649	21,300	-	21,300	25,000
		-	-	-	-	-
7485	<u>Capital Outlay Machinery & Equipment</u>					
	Flashing Stop Signs	-	-	-	13,347	-
		-	-	-	-	-
		-	-	-	13,347	-
	Difference (s/b 0)	-	-	-	-	-
8111	<u>Transfers to CIP Fund</u>	-				
	CIP 10394A (ADA Compliance)	6,000	6,000	6,000	6,000	6,000
	CIP 10425 (Keller Ridge Collector St. Rehab / OBAG I) [FY18=\$141,000 + FY19= \$224,409]	8,328	-	27,174	27,173	-
	CIP 10436 (2018 Neighborhood Street Repave Project) [FY18=\$223,788 less RMRA portion of \$64,355]	1,355	-	-	-	-
	CIP 10379 (Pine Hollow Road Upgrades)	-	50,000	50,000	50,000	-
	Nov CIP Funding	-	-	-	-	-
	Correct & Return Measure J LSM Funds	-	-	-	-	-
	CIP 10439 El Portal Dr Rec	-	68,189	68,189	68,189	-
	CIP 10449 (2020 Neighborhood Street Maintenance Project)	-	350,535	350,535	350,535	143,825
		15,683	474,724	501,898	501,897	149,825

City of Clayton
RMRA Gas Tax Fund 202
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
8111	Transfer to CIP Fund	-	359,147	359,147	359,147	445,000
Total Expenditures		-	359,147	359,147	359,147	445,000
5218	State Gasoline 2030 (RMRA)	219,588	178,271	207,959	194,329	217,787
5601	Interest	5,837	1,000	4,200	4,200	4,200
5606	Unrealized Inv. Gain/Loss	7,429	-	-	-	-
Total Revenue		232,854	179,271	212,159	198,529	221,987
Increase (Decrease) in Fund Balance		232,854	(179,876)	(146,988)	(160,618)	(223,013)
Beginning Fund Balance		195,645	381,037	381,037	428,499	267,881
Ending Fund Balance		428,499	201,161	234,049	267,881	44,868

8111	<u>Transfers to CIP Fund</u>					
	CIP10448 (School Intersection Enhancement)	-	-			50,000
	CIP10379 (Pine Hollow Upgrades)	-	169,264	169,264	169,264	
	CIP10449 Neighborhood St Repave		189,883	189,883	189,883	395,000
		-	359,147	359,147	359,147	445,000
		-	-		-	-

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	218,753	228,746	228,746	245,000	237,756
7112	Temporary Help	3,757	22,793	22,793	12,000	20,665
7113	Overtime	1,075	2,000	2,000	2,700	2,000
7218	LTD/STD Insurance	2,379	2,292	2,292	2,455	2,061
7220	PERS Retirement - Normal Cost	19,565	21,486	21,486	23,012	21,966
7221	PERS Retirement - Unfunded Liability	32,190	22,418	22,418	24,010	29,540
7231	Workers Comp Insurance	15,715	12,199	12,199	13,066	9,587
7232	Unemployment Insurance	1,291	2,090	2,090	2,240	4,464
7233	FICA Taxes	3,694	5,089	5,089	5,450	5,057
7246	Benefit Insurance	33,613	41,588	41,588	44,543	43,013
7301	Recruitment/Pre-employment	-	-	-	250	250
7306	Trail Fixture Repairs/Replacement	54	175,000	175,000	-	320,000
7307	Irrigation Supplies and Materials	10,869	-	-	-	10,000
7308	Weed Abatement Supplies and Materials	10,003	-	-	-	20,000
7309	Plant Nutrition Supplies and Materials	1,177	-	-	-	10,000
7311	General Supplies	5,808	45,000	45,000	12,900	14,300
7316	Replacement Plants (Shrubs, Trees, etc.)	-	20,000	20,000	3,000	20,000
7335	Gas & Electric Service	28,672	34,400	34,400	30,000	50,000
7338	Water Service	233,372	242,800	242,800	220,000	240,000
7340	Traffic Safety Supplies	2,817	-	-	1,000	1,000
7341	Buildings/Grounds Maintenance	13,243	17,000	17,000	37,728	36,910
7342	Machinery/Equipment Maint.	7,867	17,000	17,000	14,912	21,050
7343	Vehicle Maintenance	16,480	24,000	24,000	12,000	15,000
7344	Vehicle Gas, Oil, and Supplies	7,957	18,000	18,000	12,500	14,000
7381	Property Tax Admin Cost	3,740	4,000	4,000	4,000	4,100
7382	Election Services	-	-	-	-	-
7389	Miscellaneous	-	-	-	-	-
7411	Professional Services Retainer (Legal)	-	-	-	-	-
7419	Other Prof. Services	5,934	7,000	7,000	6,906	7,100
7429	Animal/Pest Control Services	608	5,000	5,000	5,203	15,000
7435	Contract Seasonal Labor	85,413	160,000	160,000	106,100	160,000
7440	Tree Trimming Services	62,738	100,000	100,000	100,000	300,000
7445	Weed Abatement Services	172,429	166,586	166,586	153,586	201,230
7486	CERF Charges/Depreciation	30,000	30,000	30,000	30,000	30,000
7520	Project/Program costs	291,958	222,000	222,000	68,006	204,500
7615	Property Taxes	2,961	3,000	3,000	3,000	3,030
8101	Fund Admin - Transfer to GF	38,760	39,190	39,190	39,190	40,679
8111	Transfer to CIP Fund	-	-	-	-	-
8113	Transfer to Stormwater Fund	1,090	1,130	1,130	1,130	1,130
Total Expenditures		1,365,982	1,691,807	1,691,807	1,235,887	2,115,388
4604	Clayton LMD Special Parcel Tax	1,156,944	1,168,107	1,168,107	1,169,764	1,204,857
5601	Interest	22,510	24,000	24,000	16,000	15,000
5606	Unrealized Inv Gain/Loss	21,675	-	-	-	-
5702	Donations/Contributions	1,804	-	-	-	-
Total Revenue		1,202,933	1,192,107	1,192,107	1,185,764	1,219,857
Increase (Decrease) in Fund Balance		(163,049)	(499,700)	(499,700)	(50,123)	(895,531)
Beginning Fund Balance		1,226,636	1,056,841	1,056,841	1,063,587	1,013,464
Ending Fund Balance		1,063,587	557,141	557,141	1,013,464	117,933

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7306	<u>Trail Fixture Repairs/Replacement</u>					
	Bay Area Barric - Danger Trail Sign	54				
	Trail Repairs		5,000			5,000
	Repave to Oakhurst Blvd		150,000			185,000
	Crack Sealing		20,000			30,000
	Repair/Redo Trail behind end of Peacock Creek					100,000
	Total 7306	54	175,000		-	320,000
	difference (sb 0)	-	-		-	-
7307	<u>Irrigation Supplies & Materials</u>					
	Nutrien Ag Solu - Irrigation Supplies	949				10,000
	Site One Landsc - Irrigation Parts & Control Repair	3,700				
	US Bank Cal Card - Irrigation Supplies	6,220				
	Total 7307	10,869	-		-	10,000
	difference (sb 0)	-	-		-	-
7308	<u>Weed Abatement Supplies & Materials</u>					
	Nutrien Ag Solutions - Landscape Chemicals	9,921				20,000
	Bay Area Barric - Danger Poison Storage Area Sign	82				
	total					
	Total 7308	10,003	-		-	20,000
	difference (sb 0)	-	-		-	-
7309	<u>Plant Nutrition Supplies & Materials</u>					
	Nutrien Ag Solu - Fertilizer	831				10,000
	Site-One Landscape	346				
	Total 7309	1,177	-		-	10,000
	difference (sb 0)	-	-		-	-
7311	<u>General Supplies</u>					
	Bay Area Barricade (Work signs, etc.)	119			500	1,500
	Cole Supply	454			100	500
	Concord Garden	104				-
	Nutrien Ag	208			2,300	2,300
	Plant Nutrients - Topsoil (Contra Costa Topsoil, etc.)					
	Plant Nutrients - Fertilizer					
	Grainger (Work safety equipment)					
	Weed Control (Nutrien AG, etc.)					
	Irrigation supplies (Calcard - US Bank)					
	Ross Recreation (Trash receiptal/benches)					
	Turf Star - Irrigation Supplies					
	Site One Landscape (Irrigation)	231			4,000	
	Zee Medical Supply					
	Misc Supplies (Calcard - US Bank)	4,692	45,000		6,000	10,000
	Total 7311	5,808	45,000		12,900	14,300
	difference (sb 0)	-	-		-	-

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7341	<u>Building/Grounds Maintenance</u>					
	Martell Water Systems (Well pump repairs)	250	5,000		250	5,000
	Misc Supplies (Calcard - US Bank)	1,587	-		4,000	5,000
	Pond M Solutions (\$650x12 water feature maintenance)	7,150	8,000		7,800	8,210
	Pond M Solutions (extra repairs)	2,036	2,000		3,570	4,000
	Spraytec Maintenance (wastewater)		2,000		2,513	
	Trugreen & Acti Lawn Service					
	Bay Area Barric	49				
	Contra Costa Tractor	275				
	Dillon Elec - Landscape Lighting Repairs	1,378			1,200	2,000
	Site One Landscape	220			5,000	
	Nutrien Ag - Landscape Chemicals	298				
	Cole Supply					
	Concord Garden					
	Mt. Diablo Lands - Sand				671	700
	Terracare				650	
	Irrigation control location services contractor				10,000	10,000
	Evans & Son				1,970	2,000
	Wally's Rental				104	
	Total 7341	13,243	17,000		37,728	36,910
	difference (sb 0)	-	-		-	-
7342	<u>Machinery/Equipment Maintenance</u>					
	Garden Equip Maintenance & Supplies	-	4,000		1,000	4,000
	Concord Garden					
	Concord Trailer World		1,000		1,000	1,000
	Contra Costa Tractor	1,388	2,000		-	2,000
	LEHR install light bar skip loader	470				
	Site One Landscape					
	Swenson's Mobile Service - Lawnmower service		3,000		1,500	3,000
	US Bank (Calcard) - Machinery/Equipment Maint.	5,989	7,000		7,000	7,000
	Big O - Flat Repair	20				
	Bay Area Barricade				304	-
	Champion Spray		-		676	1,000
	Dillon Electric				1,000	1,000
	Martell Water Service				1,104	1,200
	Performance Tra				1,106	600
					222	250
	Total 7342	7,867	17,000		14,912	21,050
	difference (sb 0)	-	-		-	-
7419	<u>Other Professional Services</u>					
	CCC Fire Protection - Operation Permit	-	1,000		1,000	1,000
	EBRCSA-Radio Mtn PW radio's	1,400	1,400		1,306	1,400
	NBS Admin Fees+Del letters	4,517	4,600		4,600	4,700
	Cal Card	17				
	HercRentals - Truck Rentals for COVID				-	
	Transferred to CARES/Grant Fd					
	Total 7419	5,934	7,000		6,906	7,100
	difference (sb 0)	-	-		-	-

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7445	<u>Weed Abatement Services</u>					
	Apex Grading In - Weed Abatement		-			
	Envirotech Enterprises (non-native invasive weed abatement - Oakhurst Mitigation EIR)	100,800	68,400		68,400	71,000
	Waraner Bros - Peacock Cr Drainage Ditches	8,775				30,000
	Weed Abatement - Rows/Medians		30,000		17,000	30,000
	Waraner Bros Svc 1 x per yr+2 x trails (Fire Protection)	62,854	68,186		68,186	70,230
	Total 7445	172,429	166,586		153,586	201,230
	difference (sb 0)	-	-		-	-
7520	<u>Project/Program costs</u>					
	Upgrade irrigation controllers (annual until all complete)		-			-
	Sub Division/City Entry Signs (contingency)		-		1,516	2,000
	LMD2015-1 - Downtown Planters (\$35,000 increased to \$300,000)	259,517	-		22,105	-
	LMD2015-2 - Jeffrey Ranch Relandscaping (\$6,000)		-		-	-
	LMD 2018-1 - Removal of 18 Eucalyptus trees in Open Space Hills (\$185,000)		-			-
	LMD 2018-2 - Cardinet Trail Repairs Behind Westwood (\$20,000)		-			-
	LMD 2019-1 - Arterial Road Tree Trimming (\$100,000)		-			-
	LMD 2019-2 - Marsh Creek Rd. Median Work (\$100,000)		-			-
	LMD 2019-3 - Clearing trail dead brush (\$100,000)		-			-
	LMD 2019-4 - Expanded irrigation controller replacement (\$50,000)	2,444	20,000		13,004	-
	LMD 2019-5 - Clayton Rd. Median Improvement (\$75,000/4 Medians)		112,000			-
	LMD 2020-1 (2020 Irrigation Controller Upgrade x2)	29,997	30,000		30,000	-
	US Bank (Calcard) - Poop Stations					-
	Unknown difference between proj & gl - ask Jenn		60,000			-
	LMD 2021-1 (2020 Irrigation Control Upgrade controllers					90,000
	LMD 2021-22 Irrigation Control upgrades - 6 remaining					-
	Irrigation Computer Replacement				1,381	-
	Native Planting Project				-	12,500
	Lift/Trim Tree Canopies - Keller Rdg/Blue Oak					100,000
			-		-	-
	Total 7520	291,958	222,000		68,006	204,500
	difference (sb 0)	-	-		-	-

City of Clayton
The Grove Park Fund 211 (CFD 2006-1)
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	18,713	15,250	15,250	19,680	15,850
7112	Temporary Help	1,760	5,625	5,625	1,860	5,100
7113	Overtime	1,662	2,000	2,000	300	2,000
7218	LTD/STD Insurance	208	153	153	217	137
7220	PERS Retirement - Normal Cost	1,667	1,432	1,432	2,033	1,464
7221	PERS Retirement - Unfunded Liability	2,805	1,495	1,495	2,123	1,969
7231	Workers Comp Insurance	1,000	1,220	1,220	1,732	965
7232	Unemployment Insurance	75	234	234	332	820
7233	FICA Taxes	302	680	680	966	649
7246	Benefit Insurance	3,074	2,773	2,773	3,938	2,868
7311	General Supplies	489	5,000	5,000	2,071	2,800
7331	Rentals/Leases	-	-	-	-	-
7335	Gas & Electric Serv.	1,793	1,980	1,980	1,980	2,000
7338	Water Service	20,505	28,000	28,000	18,000	22,000
7341	Buildings/Grounds Maintenance	2,991	6,300	6,300	3,504	7,800
7342	Machinery/Equipment Maint.	-	1,000	1,000	2,513	500
7343	Vehicle Maintenance	1,551	1,500	1,500	900	1,000
7344	Vehicle Gas, Oil, and Supplies	742	1,000	1,000	1,024	1,200
7381	Property Tax Admin Cost	3,744	4,000	4,000	3,744	3,744
7413	Special Legal Services	-	-	-	-	-
7417	Janitorial Services	10,369	14,000	14,000	11,616	13,000
7419	Other Prof. Services	4,822	4,920	4,920	4,952	5,020
7429	Animal/Pest Control Services	-	710	710	710	750
7435	Contract Seasonal Labor	6,498	9,000	9,000	2,000	7,000
7440	Tree Trimming Services	4,950	10,000	10,000	9,975	10,000
7484	Capital Outlay - Structures & Imp.	-	6,500	6,500	1,500	27,000
7485	Capital Outlay - Equipment & Machinery	-	-	-	-	70,000
7486	CERF Charges/Depreciation	2,700	2,700	2,700	2,700	2,700
7615	Property Taxes	527	560	560	533	560
8101	Fund Admin - Transfer to GF	7,880	7,970	7,970	7,970	8,273
Total Expenditures		100,827	136,002	136,002	108,873	217,169
4613	Downtown Park Special Parcel Tax - O&M	115,090	119,230	119,230	116,608	120,796
4613	Downtown Park Special Parcel Tax - Capital	18,000	18,000	18,000	18,000	18,000
4613	Downtown Park Special Parcel Tax - Restricted	5,000	5,000	5,000	5,000	5,000
5601	Interest	7,206	6,400	6,400	6,400	6,400
5602	Park Use Fee	1,125	1,200	1,200	-	1,000
5606	Unrealized Inv Gain/Loss	7,523	-	-	-	-
5701	Reimbursement/Refunds	-	-	-	-	-
5702	Donations & Contributions	1,000	-	-	-	-
Total Revenue		154,944	149,830	149,830	146,008	151,196
Increase (Decrease) in Fund Balance		54,117	13,828	13,828	37,135	(65,973)
Beginning Fund Balance		352,339	393,102	393,102	406,456	443,591
Ending Fund Balance		406,456	406,930	406,930	443,591	377,618
Ending Fund Balance Includes:						
Unrestricted Reserve		228,254	183,545	183,545	237,389	218,416
Asset Replacement Reserve		118,202	153,385	153,385	136,202	84,202
Unallocated Stabilization Reserve		60,000	70,000	70,000	70,000	75,000
Total Fund Balance		406,456	406,930	406,930	443,591	377,618

City of Clayton
The Grove Park Fund 211 (CFD 2006-1)
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7311	<u>General Supplies</u>	-	-	-	-	-
	Bay Area Barricade				21	
	Cole Supply Company	186			350	400
	Contra Costa Topsoil					
	Nutrien AG				200	200
	Garden Equipment					
	John Deere Landscape supplies					
	Site One	212				
	Other Supplies & materials (Calcard, etc.)	91	5,000		1,500	1,500
	Alpine Awards - persnlzd bench nameplates					700
		-				
		-				
	Total 7311	489	5,000		2,071	2,800
	difference (sb 0)	-	-		-	-
7331	<u>Rentals / Leases</u>					
	Equipment Rental		-	-		
	Total 7331	-	-		-	-
	difference (sb 0)	-	-		-	-
7341	<u>Building/Grounds Maintenance</u>					
	Well pump repairs (Martell Water Syst., etc.)		1,500			1,500
	Tot Lot Repairs (i.e. Miracle Play Syst., etc.)		2,500			2,500
	Splash Pad Maintenance/Repairs		-			1,000
	Plumbing maintenance (Roto Rooter, etc.)		1,500		1,500	1,500
	Spraytec (wastewater treatment)		500			
	Miscellaneous					
	Rex Lock & Safe - repair lock at Grove Park	220	300		704	300
	US Bank Calcard	1,260			-	
	Dillon Electric	786				1,000
	Roto Rooter	725			1,000	
	Cole Supply				-	
	Replace Restroom Mirrors				300	
	Roto Rooter		-		-	
	Rex Lock & Safe					
	Total 7341	2,991	6,300		3,504	7,800
	difference (sb 0)	-	-		-	-
7342	<u>Machinery/Equip Maintenance</u>					
	Spraytech formerly in 7341				2,513	500
		-	-		2,513	500
		3,074	-		-	-
7417	<u>Janitorial Services</u>					
	J&R (Janitorial - \$1,000/mo))	9,000	12,000		9,000	12,000
	Hammons (J&R Supplies)	915	1,000		2,500	1,000
	extra janitorial COVID 19		1,000		116	
	Cole Supply	454				
		10,369	14,000		11,616	13,000
		-	-		-	-

City of Clayton
The Grove Park Fund 211 (CFD 2006-1)
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	<u><i>Other Professional Services</i></u>					
	EBRCSA-Radio Mtn PW radio's (share)	220	220		220	220
	NBS Quarterly Admin	4,327	4,400		4,432	4,500
	NBS Delinquency letters	275	300		300	300
	Total 7419	4,822	4,920		4,952	5,020
	difference (sb 0)	-	-		-	-
7484	<u><i>Capital Outlay - Structures and Improvements</i></u>					
	Paver Project for muddy lawn area	-	6,500		-	
	Repainting/Irrigation Repairs/Lawn Drnge					10,000
	Replace two drinking fountains					4,000
	Repaint Bollards					3,000
	Resurface Benches/Replace Plaques					7,000
	Repair Picnic Tables/benches				1,500	3,000
		-	-		-	-
		-	-		-	-
	Total 7484	-	6,500		1,500	27,000
	difference (sb 0)	-	-		-	-
7485	<u><i>Capital Outlay - Equipment & Machinery</i></u>					
	Replace/Install New Security Cameras	-	-		-	70,000
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
	Total 7485	-	-		-	70,000
	difference (sb 0)	-	-		-	-

City of Clayton

Geological Hazard and Abatement District (GHAD) Fund 212

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7314	Postage	743	800	800	800	850
7350	Pavement Repairs/Maintenance	-	-	-	-	-
7351	Insurance Premiums	6,052	7,000	7,000	7,000	7,000
7381	Property Tax Admin Cost	1,038	1,090	1,090	1,038	1,550
7384	Legal Notices	-	100	100	100	100
7389	Misc. Expenses	-	300	300	300	300
7411	Legal Services Retainer	-	-	-	-	-
7412	Engineering Services	5,888	15,000	15,000	15,000	5,000
7413	Special Legal Services	-	1,500	1,500	1,500	1,000
7520	Project Costs	2,635	63,193	63,193	3,289	104,412
8101	Fund Admin - Transfer to GF	7,780	7,870	7,870	7,870	8,169
Total Expenditures		24,136	96,853	96,853	36,897	128,381
4606	GHAD Assessment	41,064	43,250	43,250	42,778	44,894
5601	Interest	878	200	200	700	210
5606	Unrealized Inv. Gain/Loss	1,067	-	-	-	-
NEW	Transfer fom Presley GHAD Settlement Fund	-	-	-	-	20,084
Total Revenue		43,009	43,450	43,450	43,478	65,188
Increase (Decrease) in Fund Balance		18,873	(53,403)	(53,403)	6,581	(63,193)
Beginning Fund Balance		37,739	53,633	53,633	56,612	63,193
Ending Fund Balance		56,612	230	230	63,193	-

7351

Insurance Premiums

Liability Insurance	-	5,000	5,000	5,000	5,000
CARMA Phase In	-	2,000	2,000	2,000	2,000
Total 7351	-	7,000	7,000	7,000	7,000
difference (sb 0)	6,052	-	-	-	-

7520

Project/Program costs

Inclinometer/Piezometers (Berlogar)	2,635	15,500	15,500	-	9,900
Emergency Repairs (Crack sealing, slide, etc.)	-	5,000	5,000	-	-
Stevens, Ferrone & B. (Kelok Monitoring)	-	-	-	-	-
Project Costs - minor & Emergency Repairs	-	42,693	42,693	3,289	15,000
Ahwanee Lane Repair	-	-	-	-	79,512
V-ditch Repairs (GN Henley, Abacus, etc.)	-	-	-	-	-
Total 7520	2,635	63,193	63,193	3,289	104,412

City of Clayton

Presley GHAD Settlement Fund 213

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7520	Project Costs	-	-	-	-	-
NEW	Transfer to GHAD Fund 212	-	-	-	-	20,084
	Total Expenditures	-	-	-	-	20,084
5601	Interest Income	2,181	2,200	2,200	1,800	1,800
5606	Unrealized Investment Gain/Loss GASB31	2,056	-	-	-	-
	Total Revenue	4,237	2,200	2,200	1,800	1,800
	Increase in Fund Balance	4,237	2,200	2,200	1,800	(18,284)
	Beginning Fund Balance	107,916	110,116	110,116	112,153	113,953
	Ending Fund Balance	112,153	112,316	112,316	113,953	95,669

City of Clayton
 Neighborhood Street Light Assessment District Fund 214
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular					
7113	Overtime	1,074	-	-	6,000	-
7311	General Supplies	128	500	500	500	500
7335	Gas & Electric Serv.	112,852	131,500	131,500	116,000	127,600
7381	Property Tax Admin Cost	3,680	3,900	3,900	3,680	3,680
7389	Misc. Expenses	-	330	330	330	330
7412	Engineering/Inspection Service	1,421	1,000	1,000	1,000	1,000
7419	Other Prof. Services	220	250	250	250	250
7450	Street Light Maintenance	9,731	16,000	16,000	16,000	16,000
8101	Fund Admin - Transfer to GF	12,390	12,530	12,530	12,530	13,006
Total Expenditures		141,496	166,010	166,010	156,290	162,366
4607	Neighborhood Street Light Assessment	125,991	125,991	125,991	125,991	125,991
5601	Interest	1,726	1,800	1,800	1,000	800
5606	Unrealized Inv. Gain/Loss	1,734	-	-	-	-
Total Revenue		129,451	127,791	127,791	126,991	126,791
Increase (Decrease) in Fund Balance		(12,045)	(38,219)	(38,219)	(29,299)	(35,575)
Beginning Fund Balance		96,552	75,222	75,222	84,507	55,207
Ending Fund Balance		84,507	37,003	37,003	55,207	19,631

7419 Other Professional Services

Davey Tree - sign post inspections		-	-
Other	-	-	-
EBRCSA-Radio Mtn PW radio's	220	250	250
	220	250	250

City of Clayton
Stormwater Fund 216
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	20,887	22,875	22,875	14,310	23,776
7112	Temporary Help	-	2,906	2,906	578	2,635
7113	Overtime	-	-	-	123	-
7218	LTD/STD Insurance	202	229	229	73	206
7220	PERS Retirement - Normal Cost	1,656	2,149	2,149	1,285	2,197
7221	PERS Retirement - Unfunded Liability	2,755	2,242	2,242	1,307	2,954
7231	Workers Comp Insurance	1,100	1,260	1,260	1,083	992
7232	Unemployment Insurance	13	224	224	224	526
7233	FICA Taxes	339	554	554	286	546
7246	Benefit Insurance	2,444	4,159	4,159	2,245	4,301
7311	General Supplies	123	4,000	4,000	4,137	1,000
7341	Building/Grounds Maintenance	1,200	15,200	15,200	22,764	1,200
7343	Vehicle Maintenance	1,827	2,000	2,000	2,000	2,000
7344	Vehicle Gas, Oil, and Supplies	818	2,000	2,000	2,000	2,000
7373	Education and Training	-	500	500	-	-
7389	Misc. Expenses	-	-	-	-	-
7409	Street Sweeping Services	54,000	55,900	55,900	55,900	55,900
7411	Professional Services Retainer (Legal)	-	-	-	-	-
7412	Engineering Services	-	2,000	2,000	2,000	2,000
7419	Other Prof. Services	220	1,720	1,720	1,720	1,720
7435	Contract Seasonal Labor	18,482	15,000	15,000	14,938	6,000
7481	State Regional Annual Discharge Fee	8,539	10,000	10,000	8,992	9,000
7486	CERF Charges/Depreciation	4,700	4,700	4,700	4,700	4,700
7520	Project/Program Costs - Outreach	-	500	500	-	-
8101	Fund Admin - Transfer to GF	39,990	40,430	40,430	40,430	41,966
Total Expenditures		159,295	190,548	190,548	181,095	165,619
Stormwater Assessment ERU Gross		126,062	126,306	126,306	126,306	126,306
NPDES Group Program costs		(34,801)	(35,014)	(35,014)	(35,014)	(34,397)
Commercial Insp by Central San		(4,293)	(8,000)	(8,000)	(8,000)	(8,000)
Flood Control Dist Fiscal Mgmt Cost		(689)	(3,000)	(3,000)	(3,000)	(3,000)
County Auditor/Controller Costs		(3,726)	(3,800)	(3,800)	(3,800)	(3,800)
Mandatory Min. Reserve Withdrawl/(Deposit)		(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Adjustment (Third Installment Timing)		-	-	-	-	-
4602	Net Assessment Revenue	79,553	73,492	73,492	73,492	74,109
4603	Stormwater O & M Annual Fee	5,048	5,020	5,020	5,020	5,020
5324	Street Sweeping Fees	58,317	55,900	55,900	55,900	55,900
5601	Interest	738	1,000	1,000	700	600
5606	Unrealized Inv. Gain/Loss	724	-	-	-	-
6007	Transfer from Landscape Maintenance Fund	1,090	1,130	1,130	1,130	1,130
Total Revenue		145,470	136,542	136,542	136,242	136,759
(Decrease) in Fund Balance		(13,825)	(54,006)	(54,006)	(44,853)	(28,860)
Beginning Fund Balance		87,986	55,339	55,339	74,161	29,308
Ending Fund Balance		74,161	1,333	1,333	29,308	448

City of Clayton
Stormwater Fund 216
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7311	<u>General Supplies</u>					
	Absorbent kits	-	500			
	Bay Area Barricade	-	500			
	Mt Diablo Landscape - Sand	-	500			
	Ennis-Flint Drains to Creek signs	-	-		2,492	
	Grainger (jackets, safety equip., etc.)	-	600			
	Innovative Impressions (T shirts - Clayton clear	-	100			
	PM Signs - Clayton Cleans Up Banners	-	250			
	Straw Waddle	-	250			
	Flint Trading Inc. ("No dumping" signs, etc.)	-	300			
	Miscellaneous Supplies (CalCard)	123	1,000		1,645	1,000
		-				
	Total 7311	123	4,000		4,137	1,000
	difference (sb 0)	-	-		-	-
7341	<u>Building / Grounds Maintenance</u>					
	Roto Rooter (Drainage Insert Cleaning)	-	5,000		2,712	5,000
	Spraytec (Equipment Wash rack)	-	500		62	500
	Steve Cox Excavating (Pond & creek)	-	5,000			
	Sunstate Equip - Vac Trailer rental				-	5,000
	Warner Bros (Emergency Tree removal)	1,200	5,000			
	JM Hauling - Stormwater Cleanup				19,990	
	CalCard					
					-	
	Total 7341	1,200	15,500		22,764	10,500
	difference (sb 0)	-	-		-	9,300
7419	<u>Other Professional Services</u>					
	EBRCSA-Radio Mtn PW radio's	220	220		220	220
	Richard W Spencer (LID Bioswale Inspections)	-	1,500		1,500	1,500
	Total 7419	220	1,720		1,720	1,720
	difference (sb 0)	-	-		-	-

City of Clayton
Measure J Fund 220
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7324	Dues and Subscriptions	1,207	2,000	2,000	2,000	2,000
7385	Transpac Fees	24,969	30,000	30,000	23,292	30,000
8101	Fund Admin - Transfer to GF	4,830	4,890	4,890	4,890	5,076
8111	Transfer to CIP Fund	-	319,153	319,153	319,153	-
Total Expenditures		31,006	356,043	356,043	349,335	37,076
5223	Measure J Tax (Local Streets)	275,395	220,100	220,100	235,382	239,204
5225	Measure J Program 28a (Co-op)	-	22,086	22,086	30,576	31,072
5601	Interest Income	3,360	2,000	2,000	1,000	900
5606	Unrealized Inv. Gain/Loss	6,329	-	-	-	-
Total Revenue		285,084	244,186	244,186	266,958	271,176
Increase (Decrease) in Fund Balance		254,078	(111,857)	(111,857)	(82,377)	234,100
Beginning Fund Balance (Deficit)		(165,787)	111,857	111,857	88,291	5,914
Ending Fund Balance		88,291	-	-	5,914	240,014

Fund Balance Restricted for:

Local Streets Maintenance Program	54,438	-	-	10,063	213,091
Co-operative 28(a) Program	33,853	-	-	(4,149)	26,923
Total Fund Balance	88,291	-	-	5,914	240,014

7324	<u>Dues and Subscriptions</u>	-	-	-	-
	Quality Traffic Data LLC	-	500	500	500
	CC Transit Authority costs	1,207	1,500	1,500	1,500
	Total 7324	1,207	2,000	2,000	2,000
	difference (sb 0)	-	-	-	-
8111	<u>Transfer to CIP Fund</u>				
	LSM Transfers:				
	CIP 10439 (El Portal Drive)	-	-	-	-
	CIP 10441 (2019 Neighbor St. Rehab/ OBAG II (\$60k local match in FY 2020))	-	-	-	-
	CIP 10436 (2018 Neighborhood St. Repave Project) [FY 2018 = \$331,819]	-	-	-	-
	CIP 10425 (Keller Ridge Collector St. Rehab / OBAG I)	-	-	-	-
	CIP 10448 (School Intersection Improvement Project)	-	36,163	36,163	36,163
	CIP 10449 (2020 Neighborhood Street Project)	-	214,412	214,412	214,412
	CIP 10450 (Downtown Pedestrian Improvements)	-	-	-	-
	Co-op Transfers:	-	-	-	-
	CIP 10436 (2018 Neighborhood Street Repave Project) [FY 2018 = \$54,949]	-	-	-	-
	CIP 10448 (School Intersection Improvement Project)	-	34,048	34,048	34,048
	CIP 10449 (2020 Neighborhood Street Project)	-	34,530	34,530	34,530
	Total 8111	-	319,153	319,153	-

City of Clayton
 Restricted Grants Fund 230
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	70,906	79,362	79,362	167,342	83,436
7113	Overtime	7,573	25,000	25,000	3,000	-
7218	LTD/STD Insurance	3,412	795	795	795	723
7220	PERS Retirement - Normal Cost	9,242	10,412	10,412	10,412	11,015
7231	Workers Comp Insurance	3,700	3,581	3,581	3,581	2,828
7232	Unemployment Insurance	-	434	434	434	434
7233	FICA Taxes	1,064	1,513	1,513	1,513	1,210
7242	Uniform Allowance	900	900	900	900	900
7246	Benefit Insurance	122	116	116	116	107
7311	General Supplies	1,526	27,400	27,400	31,329	29,400
7312	Office Supplies	-	-	-	1,512	-
7313	Small Tools & Equipment	-	-	-	-	-
7324	Dues & Subscriptions	-	-	-	-	-
7331	Rentals/Leases	-	-	-	2,330	-
7332	Telecommunications	18,157	12,000	12,000	18,740	18,000
7342	Machinery/Equipment Maintenance	-	-	-	-	-
7371	Travel	-	-	-	-	-
7373	Education & Training	-	5,000	5,000	-	-
7411	Professional Services Retainer	-	-	-	-	-
7415	Computer/IT Support	14,029	40,700	40,700	86,394	40,700
7417	Janitorial Services	-	-	-	756	-
7419	Other Professional Services	23,039	22,170	22,170	24,661	16,070
7420	Administrative Costs	-	-	-	-	-
7424	Dispatch Services	-	-	-	-	-
7484	Capital Outlay - Structures & Improvements	-	-	-	-	-
7485	Capital Outlay - Equipment and Machinery	9,521	49,800	49,800	54,999	82,800
7520	Project/Program costs	-	15,821	15,821	-	-
8101	Transfer to GF for Eligible Recycling Costs	-	-	-	14,814	10,000
NEW	Transfer to CIP Fund - Housing Element Update	-	-	-	-	85,000
Total Expenditures		163,191	295,004	295,004	423,628	382,623
5240	Recycling Grant	-	5,000	5,000	5,000	5,000
5250	PEG Fees	14,941	15,200	15,200	14,563	14,100
5260	SLESF - PD	155,948	100,000	100,000	156,727	156,000
5275	SSMP Reimbursement (Concord)	2,415	-	-	-	-
5285	FEMA Grant - Local Hazard Mitigation Plan	-	-	-	-	96,960
5286	CARES Act	-	-	-	139,979	-
NEW	American Rescue Plan	-	-	-	-	-
NEW	REAP Grant - Housing Element Update	-	-	-	-	20,000
NEW	LEAP Grant - Housing Element Update	-	-	-	-	65,000
NEW	SB 2 Grant - ADU	-	-	-	-	160,000
5601	Interest Income	7,509	7,100	7,100	5,150	4,220
5606	Unrealized Inv. Gain/Loss	6,922	-	-	-	-
Total Revenue		187,735	127,300	127,300	321,419	521,280
Increase (Decrease) in Fund Balance		24,544	(167,704)	(167,704)	(102,209)	138,657
Beginning Fund Balance		356,855	363,584	363,584	381,399	279,190
Ending Fund Balance		381,399	195,880	195,880	279,190	417,847

City of Clayton
 Restricted Grants Fund 230
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
<i>INTERNAL USE ONLY - Fund Balance at year end is composed of the following grants:</i>						
<u>Restricted fund balance for:</u>						
	American Rescue Plan (NEW)	-	-	-	-	-
	CARES Act				-	
	Comcast PEG grant (5051)	209,795	151,464		184,658	141,058
	Comcast technology grant (5050)	41,289	2,435		36,809	7,229
	FEMA - Local Hazard Mitigation Plan (NEW)	-	-		-	96,960
	LEAP (HCD) - Housing Element	-	-		-	-
	REAP (ABAG/MTC) - Housing Element	-	-		-	-
	Recycling grant - Pre FY 2015 (5054)	4,261	61		-	-
	Recycling grant - FY 2019 & 2020 (5054)	10,185	3,474		5,000	-
	Recycling grant - FY 2017	-	55		-	-
	Recycling grant - FY 2018	5,214	54		-	-
	Recycling grant - FY 2021	-	-		5,000	-
	Recycling grant - FY 2022	-	-		-	5,000
	SB 2 Grant (HCD)	-	-	-	-	160,000
	SSMP 2019 (Sewer) (4026)	(380)	(380)		(380)	(380)
	SLESF (6020)	103,882	24,310		40,950	827
	MPA Loss Control Subsidy (5056)	1,000	-		1,000	1,000
	GASB 31	6,153	231		6,153	6,153
	Interest (to be allocated)	-	14,176		-	-
	Fund Balance	381,399	195,880		279,190	417,847
		-	-		-	-
7111	<u>Salaries/Regular</u>					
	SLESF labor (11th officer)	70,906	79,362		79,362	83,436
	SLESF Paid Time Off Overage & Buyout				39,286	
	CARES - Public Safety	-	-		48,694	-
	ABC enforcement labor	-	-		-	-
	Total 7111	70,906	79,362		167,342	83,436
	difference (sb 0)	-	-		-	-
7113	<u>Overtime</u>					
	SLESF labor (11th officer)	-	-			
	SLESF Overtime Overages	7,573	25,000		3,000	-
	Avoid the 25 labor	-	-			
	Total 7113	7,573	25,000		3,000	-
	difference (sb 0)	-	-		-	-
7311	<u>General Supplies</u>					
	Office Supplies, Picnic Table (5054)	1,526	-		-	-
	AED supplies (AED grant)	-	-			-
	Ammo (SLESF)		3,300		3,300	3,300
	Concord Uniform (SLESF)				2,000	2,000
	Ballistic Vests (SLESF)	-	8,000		8,000	8,000
	Dash Mounted Radar (SLESF)		7,500		7,500	7,500
	Taser equip, other (SLESF)	-	8,600		8,600	8,600
	COVID Related Supplies (CARES)				1,929	-
	Upgrade to TDMA (SLESF)	-	-			
	Total 7311	1,526	27,400		31,329	29,400
	difference (sb 0)	-	-		-	-

City of Clayton
 Restricted Grants Fund 230
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7332	<u>Telecommunications</u>					
	SLESF				18,000	18,000
	CARES				740	-
	Total 7332				18,740	18,000
	difference (sb 0)				-	-
7342	<u>Machinery/Equipment Maintenance</u>					
	Tasers (SLESF)	-	-		-	-
	Other	-	-		-	-
	Total 7342	-	-		-	-
	difference (sb 0)	-	-		-	-
7415	<u>Computer/IT Support</u>					
	total (PEG 5051)	14,029	-		-	-
	Blackbaud Mntc/Hosting (formerly dept 02)		6,800		6,800	6,800
	HDL Online Software Mntc (formerly dept 02)	-	3,900		4,200	3,900
	IT Support (formerly dept 05)		24,000		24,000	24,000
	CARES IT Support				45,694	-
	Misc Computer Services (formerly dept 05)	-	6,000		5,700	6,000
		-				
	Total 7419	14,029	40,700		86,394	40,700
	difference (sb 0)	-	-		-	-

City of Clayton
 Restricted Grants Fund 230
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	<u>Other Professional Services</u>					
	Vehicle/Body Worn Cameras (SLESF)	16,250	16,070		16,070	16,070
	Axon Enterprise - Evidence Lic (SLESF)					
	Digital Services (5051 - PEG)	3,374				
	Larry Logic (5051 - PEG)	900	2,000		-	-
	Scan Natao (5051 - PEG)	100	100		-	-
	Humphrey SSMP	-	-		-	-
	Online Municipal Code (formerly Dept 02)		4,000			-
	CARES				8,591	
	Harris& Assoc - SSMP	2,415				
	Total 7419	23,039	22,170		24,661	16,070
	difference (sb 0)	-	-		-	-
7485	<u>Capital Outlay - Equipment and Machinery</u>					
	Vehicle/Body Worn Cameras (SLESF)	-	-		-	-
	Axon Ent - Evidence Lic 1 yr (6020 - SLESF)	105	-		-	-
	Axon Ent - PD Body Cameras (6020 - SLESF)	1,080	-		-	-
	Implement IT Solutions (Comcast Tech-5050)	-	30,000		5,000	30,000
	Digital Services (5051 - PEG)	6,713	2,000		1,000	2,000
	Cal Card - IT Services, equip. (5051 - PEG)	1,623	2,000		1,000	2,000
	Microfiche Svc (Comcast Tech - 5050)	-	-		-	-
	CCCTV Shared gov channel (PEG-5051)	-	15,800		-	15,800
	Ice Maker for PW (Stratford)	-	-		-	-
	Computers for PD (SLESF) Reqd by City of Concord	-	-		-	15,000
	Message Trailers (CARES)				29,999	-
	Evidence dot com License (SLESF)	-	-		16,780	16,780
	Axon PD (SLESF) PD Equip	-	-		1,220	1,220
	Total 7485	9,521	49,800		54,999	82,800
	difference (sb 0)	-	-		-	-
7520	<u>Project Costs</u>					
	Recycling Pre FY 2015	-	5,639		-	-
	Recycling - FY 2017	-	5,130		-	-
	Recycling - FY 2018	-	5,052		-	-
	Recycling - FY 2021	-	-		-	-
	Total 7520	-	15,821		-	-
	difference (sb 0)	-	-		-	-
5601	<u>Interest Allocation</u>					
	CARES	-			266	-
	Tech Grant (5050)				520	420
	PEG (5051)	-	-		3,000	2,800
	Recycling (5054)				34	-
	Recycling (5054-FY18)				41	-
	Recycling (5054-FY19&20)				80	-
	SLESF (6020)	-	-		1,209	1,000
	Recycling - FY 2021	-	-		-	-
	Total 5601	-	-		5,150	4,220
	difference (sb 0)		-		-	-
	(already manually allocated for 6/30/20 Actual)					

City of Clayton
Development Impact Fund 304
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7113	Overtime	-	-	-	-	-
7311	General Supplies	-	-	-	-	-
7313	Small Tools & Equipment	-	-	-	-	-
7485	Capital Outlay - Equipment & Machinery	-	-	-	-	-
7520	Projects	12,012	-	-	-	-
7612	Interest Expense	-	-	-	-	-
8111	Transfer to CIP Fund	-	-	-	-	-
Total Expenditures		12,012	-	-	-	-
5307	Childcare Facility Fees	-	-	-	-	-
5312	Open Space In-Lieu Fee	-	-	-	-	-
5313	Parkland Dedication Fee	-	-	-	-	-
5314	Offsite Arterial Improvement Fees	-	-	-	-	-
5315	Tree Mitigation Fee	-	-	-	-	-
5317	Fire Protection Fee	-	-	-	-	-
5323	Community Facilities Fees	-	-	-	-	-
5325	Police Impact Fee	-	-	-	-	-
5326	Habitat Conservation Fee	-	-	-	-	-
5601	Interest Income	11,216	12,000	12,000	8,500	8,000
5606	Unrealized Investment Gain/Loss GASB31	10,433	-	-	-	-
Total Revenue		21,649	12,000	12,000	8,500	8,000
Increase (Decrease) in Fund Balance		9,637	12,000	12,000	8,500	8,000
Beginning Fund Balance		544,841	545,103	545,103	554,478	562,978
Ending Fund Balance		554,478	557,103	557,103	562,978	570,978

7485 Capital Outlay - Equipment & Machinery

Childcare Fee Equipment	-	-	-	-
Total 7485	-	-	-	-
difference (sb 0)	-	-	-	-

8111 Transfer to CIP Fund

Open Space In-lieu fee - N. Valley Park (10442)	-	-	-	-
Comm. Facilities - ADA Accessibility (10443)	-	-	-	-
Total 8111	-	-	-	-
difference (sb 0)	-	-	-	-

Fund Balance is composed of the following Impact Fee Balances:

Childcare	49,838	49,099	50,253	50,253
Parkland Dedication Fee	24,412	24,050	24,615	24,615
Off Site Arterial Improvement Fee	223,515	220,200	225,374	225,374
Fire Protection	11,062	10,898	11,154	11,154
Community Facilities (Prop Dev)	-	4,318	-	-
Sewer Survey (Marsh Creek)	(2,580)	(2,580)	(2,580)	(2,580)
Open Space In-Lieu	174,272	167,178	175,722	175,722
Tree Mitigation Fees	63,171	62,235	63,696	63,696
GASB 31	10,788	357	10,788	10,788
Interest to be allocated	-	21,348	3,956	11,956
Total Fund Balance	554,478	557,103	562,978	570,978

City of Clayton

Successor Housing Agency Fund 616

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7389	Debt Forgiveness - Stranahan LMI Dec. Bal.	35,228	-	-	27,951	-
7411	Professional Services Retainer (Legal)	-	-	-	-	-
7413	Special Legal Services	-	10,000	10,000	-	5,000
7419	Other Professional Services	2,390	25,000	25,000	-	10,000
7420	Administrative Costs	-	10,000	10,000	-	5,000
Total Expenditures		37,618	45,000	45,000	27,951	20,000
4110	Program Revenues (Loan Repayments)	101,400	106,400	106,400	106,400	111,400
5601	Interest	27,847	20,000	20,000	24,000	22,000
5606	Unrealized Inv. Gain/Loss	211,761	-	-	-	-
Total Revenue		341,008	126,400	126,400	130,400	133,400
Increase (Decrease) in Fund Balance		303,390	81,400	81,400	102,449	113,400
Beginning Fund Balance		4,654,561	4,741,106	4,741,106	4,957,951	5,060,400
Ending Fund Balance		4,957,951	4,822,506	4,822,506	5,060,400	5,173,800
<u>Ending Fund Balance Includes:</u>						
Restricted Fund Balance		4,957,951	4,822,506	4,822,506	5,060,400	5,173,800
Total Fund Balance		4,957,951	4,822,506	4,822,506	5,060,400	5,173,800

Proprietary Funds

2021/22

City of Clayton
Self Insurance Fund 501
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7220	PERS Retirement	-	-	-	-	-
7351	Insurance Premiums (EAP Plan)	2,222	1,300	1,300	1,300	1,300
7352	Insurance Claim Deductibles	1,088	5,000	5,000	5,000	5,000
7413	Special Legal Services	-	-	-	-	-
Total Expenses		3,310	6,300	6,300	6,300	6,300
5601	Interest	678	400	400	500	400
5606	Unrealized Inv. Gain/Loss	610	-	-	-	-
5790	Other Revenues	-	-	-	-	-
6001	Transfers From General Fund	-	-	-	-	-
Total Revenue		1,288	400	400	500	400
Increase (Decrease) in Net Position		(2,022)	(5,900)	(5,900)	(5,800)	(5,900)
Beginning Net Position		35,430	29,830	29,830	33,408	27,608
Ending Net Position		33,408	23,930	23,930	27,608	21,708

City of Clayton
CERF Fund 502
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7390	Depreciation Expense	88,454	70,000	70,000	70,000	70,000
7485	Capital Outlay - Equipment and Machinery	-	104,284	104,284	106,784	168,000
7489	Loss on sale of assets	-	-	-	-	-
Total Expenses		88,454	174,284	174,284	176,784	238,000
5328	CERF Charges to Depts	112,100	112,100	160,794	160,594	111,900
5601	Interest	3,339	2,400	2,400	2,400	2,300
5606	Unrealized Inv. Gain/Loss	3,426	-	-	-	-
5702	Donations/Contributions	-	-	-	-	-
5801	Sale of Assets	5,760	1,000	1,000	1,000	1,000
6098	Capital Contributions	-	-	-	-	-
NEW	Transfer from Rainy Day Fund	-	-	16,306	16,306	-
Total Revenue		124,625	115,500	180,500	180,300	115,200
Increase (Decrease) in Net Position		36,171	(58,784)	6,216	3,516	(122,800)
Beginning Net Position		643,305	600,163	600,163	679,476	682,992
Ending Net Position		679,476	541,379	606,379	682,992	560,192

Fixed Asset Purchases:

1504	Machinery, Vehicles & Equipment	91,702	-	-	-	-
Total Other Outflows		91,702	-	-	-	-

Net Position Composed of:

Net Investment in Capital Assets	493,547	350,299	350,299	439,853	369,853
Unrestricted Net Position	185,929	191,080	191,080	243,139	190,339
Total Net Position	679,476	541,379	541,379	682,992	560,192

1504

Machinery, Vehicles & Equipment

Police Interceptor	59,475	-	-	-	-
Maintenance - Bobcat Skidloader	32,227	-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Total 1504	91,702	-	-	-	-
difference (sb 0)	-	-	-	-	-

5328

CERF Charges (Asset Replacement/Deprecation Recovery)

General Fund - Maint (03) 101-7486-03	10,000	10,000	10,000	10,000	10,000
General Fund - PD (06) 101-7486-06	60,000	60,000	108,694	108,694	60,000
HUTA (201) 201-7486-00	4,500	4,500	4,500	4,500	4,500
LMD (210) 210-7486-00	30,000	30,000	30,000	30,000	30,000
Grove (211) 211-7486-00	2,700	2,700	2,700	2,700	2,700
Stormwater (216) 216-7486-00	4,700	4,700	4,700	4,700	4,700
Event Charges (601) 601-2751-00	200	200	200	-	-
	-	-	-	-	-
Total 5328	112,100	112,100	160,794	160,594	111,900
difference (sb 0)	-	-	-	-	-

7485

Capital Outlay - Machinery, Vehicles & Equipment

Non Capitalized	-	-	-	-	-
2020 Police Explorer/LEHR Outfit PD #1744	-	64,284	-	64,284	-
TWO New Police Vehicles	-	-	-	-	135,000
Maintenance - New Mower	-	-	-	-	30,000
Maintenance - Rotary Mower Deck	-	-	-	-	3,000
Maintenance - 20ft Cargo Storage Container	-	-	-	2,500	-
Maintenance - Used Ford F-250	-	40,000	-	40,000	-
Total 7485	-	104,284	-	106,784	168,000
difference (sb 0)	-	-	-	-	-

City of Clayton
Pension Rate Stabilization Fund 503
Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7220	PERS Retirement - Normal Cost	-	-	-	-	-
7221	PERS Retirement - Unfunded Liability	-	-	-	-	-
Total Expenses		-	-	-	-	-
5601	Interest	5,549	6,000	6,000	4,200	4,000
5606	Unrealized Inv. Gain/Loss	5,231	-	-	-	-
6001	Transfers From General Fund	-	-	-	-	-
Total Revenue		10,780	6,000	6,000	4,200	4,000
Increase (Decrease) in Net Position		10,780	6,000	6,000	4,200	4,000
Beginning Net Position		274,551	280,551	280,551	285,331	289,531
Ending Net Position		285,331	286,551	286,551	289,531	293,531

City of Clayton
 Endeavor Hall Fund 702
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7111	Salaries/Regular	5,257	7,625	7,625	4,000	7,925
7113	Overtime	-	200	200	-	200
7116	Part-time salaries	1,414	2,262	2,262	-	2,262
7218	LTD/STD Insurance	54	76	76	40	69
7220	PERS Retirement - Normal Cost	432	716	716	376	732
7221	PERS Retirement - Unfunded Liability	732	747	747	392	985
7231	Workers Comp Insurance	400	455	455	239	352
7232	Unemployment Insurance	85	192	192	101	192
7233	FICA Taxes	81	287	287	151	291
7246	Benefit Insurance	833	1,386	1,386	727	1,434
7311	General Supplies	24	500	500	100	200
7332	Telecommunications	975	1,000	1,000	1,055	1,100
7335	Gas & Electric Serv.	2,659	3,400	3,400	1,800	3,000
7338	Water Service	4,685	1,900	1,900	4,300	4,500
7341	Buildings & Grounds Mtn	3,900	16,600	16,600	24,564	7,070
7343	Vehicle Maintenance	378	800	800	100	400
7344	Vehicle Gas, Oil, and Supplies	184	500	500	125	200
7346	HVAC Mtn & Repairs	1,553	1,700	1,700	1,500	1,500
7361	Advertising	-	500	500	-	-
7417	Janitorial Services	1,815	1,700	1,700	200	2,620
7429	Animal/Pest Control Services	1,428	1,510	1,510	1,500	1,500
7435	Contract Seasonal Labor	-	-	-	-	1,000
Total Expenses Before Depreciation		26,890	44,056	44,056	41,270	37,532
5601	Interest Income	120	30	30	-	-
5607	Rental Income	24,702	30,000	30,000	(2,443)	10,000
Total Revenue		24,822	30,030	30,030	(2,443)	10,000
Increase (Decrease) in Net Position Before Depreciation		(2,068)	(14,026)	(14,026)	(43,713)	(27,532)
7390	Depreciation Expense	36,742	37,500	37,500	37,500	37,500
(Decrease) in Net Position After Depreciation		(38,810)	(51,526)	(51,526)	(81,213)	(65,032)
Beginning Net Position		1,037,733	996,975	996,975	998,923	917,710
Ending Net Position		998,923	945,449	945,449	917,710	852,678

Fixed Asset Purchases:

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

Net Position Composed of:

Net investment in capital assets	1,073,743	1,036,985	1,036,985	1,035,675	998,175
Unrestricted net position resulting from:					
Equity in Pooled Cash	210				
Due to the General Fund	(69,252)	(86,536)	(86,536)	(112,965)	(140,497)
Refundable Deposits Payable	(3,000)	(5,000)	(5,000)	(5,000)	(5,000)
General accounts payable	(2,778)	-	-	-	-
Total Net Position	998,923	945,449	945,449	917,710	852,678

City of Clayton
 Endeavor Hall Fund 702
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
	Difference (s/b 0)	-	-		-	-
7341	<u>Buildings/Grounds Maintenance</u>					
	All Guard Systems (annual)	648	1,000		648	700
	CCC Fire Protection - EH public assemb. Permit	-	500			500
	Fire extinguisher inspection (Cintas)	484	200		720	720
	CME Lighting	-	-			
	CR Fireline inspections (incl. 5 yr insp \$1375)	1,400	2,000		2,000	1,500
	Cintas Fire Protection	-	-			
	Dishwasher service/repair					750
	Door repairs (Thors doors)	-	-			
	Fire Alarm system troubleshoot/svc/rpr				1,300	
	Main Fire Protection	221	500		446	500
	Roto-Rooter	-	500			500
	Supplies & Misc Repairs (Calcard)	547	800		100	800
	Window Cleaning	-	500			500
	Maintenance Age - Clean Gutters	600	600			600
	replace stairs/gates		10,000		19,350	
	Total 7341	3,900	16,600		24,564	7,070
	difference (sb 0)	-	-		-	-
7346	<u>HVAC Mtn & Repairs</u>					
	AC Maintenance (MSR Mechanical)	1,037	1,000		1,000	1,000
	AC System Additional Repairs (MSR Mechanical)	516	500		500	500
	Total 7346	1,553	1,500		1,500	1,500
	difference (sb 0)	-	200		-	-
7417	<u>Janitorial Services</u>					
	Cleaning (Other- Diablo View, Extreme,etc.)	500	-			500
	J&R (monthly)	243	1,200		200	1,000
	Hammons Supply (supplies)	618	500			620
	Cole Supply	454				500
					-	
		1,815	1,700		200	2,620

Fiduciary Funds

2021/22

City of Clayton

High Street Bridge Benefit Assessment District - Fund 217

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7611	Principal (RDA Successor Agency)	815	863	863	863	915
7612	Interest Payment	639	591	591	591	539
Total Expenditures		1,454	1,454	1,454	1,454	1,454
4611	High Street Bridge Assessment	1,754	1,754	1,754	1,754	1,754
4650	Special Assessment Payoff	-	-	-	-	-
5601	Interest	136	53	53	90	90
5606	Unrealized Investment Gain/Loss	157	-	-	-	-
Total Revenue		2,047	1,807	1,807	1,844	1,844
Increase (Decrease) in Fund Balance		593	353	353	390	390
Beginning Fund Balance		6,461	6,814	6,814	7,054	7,444
Ending Fund Balance		7,054	7,167	7,167	7,444	7,834
Fund Balance Includes:						
Reserve for Bridge Maintenance		6,000	6,300	6,300	6,300	6,600

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

City of Clayton

Oak Street Bridge Benefit Assessment District - Fund 218

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7381	Property Tax Admin Cost	258	258	258	258	258
7420	Other Outside Services	-	-	-	-	-
7520	Projects	-	-	-	-	-
7611	Principal (General Fund)	-	-	-	-	-
7612	Interest Payment	-	-	-	-	-
Total Expenditures		258	258	258	258	258
4611	Oak Street Bridge Assessment	6,150	1,760	1,760	1,760	1,760
5601	Interest Income	338	120	120	280	280
5606	Unrealized Investment Gain/Loss	381	-	-	-	-
5790	Other Revenue	-	-	-	-	-
Total Revenue		6,869	1,880	1,880	2,040	2,040
Increase (Decrease) in Fund Balance		6,611	1,622	1,622	1,782	1,782
Beginning Fund Balance		13,977	19,986	19,986	20,588	22,370
Ending Fund Balance		20,588	21,608	21,608	22,370	24,152

Fund Balance Includes:

Reserve for Bridge Maintenance	14,804	16,404	16,404	16,404	18,004
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For financial reporting purposes, the Oak Street Bridge Assessment District Fund (No. 218) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton

Lydia Lane Sewer Benefit Assessment District - Fund 222

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7381	Property Tax Admin Cost	264	264	264	264	264
7419	Other Professional Services	1,454	1,000	1,000	1,000	1,000
7420	Other Outside Services	2,400	2,400	2,400	2,400	2,400
7611	Principal	5,000	5,000	5,000	5,000	10,000
7612	Interest Payment	9,128	8,750	8,750	8,750	8,300
7613	Paying Agent Fees	500	500	500	500	500
Total Expenditures		18,746	17,914	17,914	17,914	22,464
4612	Lydia Lane Sewer Assessment	16,900	16,900	16,900	16,900	16,900
5601	Interest	1,406	700	700	900	900
5606	Unrealized Investment Gain/Loss	1,265	-	-	-	-
Total Revenue		19,571	17,600	17,600	17,800	17,800
Increase (Decrease) in Fund Balance		825	(314)	(314)	(114)	(4,664)
Beginning Fund Balance		77,446	79,773	79,773	78,271	78,157
Ending Fund Balance		78,271	79,459	79,459	78,157	73,493
Fund Balance Includes:						
Bond Reserve Fund		12,892	12,500	12,500	12,500	12,500

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City of Clayton

Oak Street Sewer Benefit Assessment District - Fund 223

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7381	Property Tax Admin Cost	259	259	259	259	259
7420	Other Outside Services	1,240	1,241	1,241	1,241	1,241
7611	Principal	8,182	8,182	8,182	8,182	8,182
7612	Interest Payment	2,073	1,827	1,827	1,827	1,582
Total Expenditures		11,754	11,509	11,509	11,509	11,264
4612	Oak Street Sewer Assessment	11,309	11,309	11,309	11,309	11,309
4650	Special Assessment Payoff	-	-	-	-	-
5601	Interest	133	80	80	50	50
5606	Unrealized Investment Gain/Loss	235	-	-	-	-
Total Revenue		11,677	11,389	11,389	11,359	11,359
Increase (Decrease) in Fund Balance		(77)	(120)	(120)	(150)	95
Beginning Fund Balance		2,282	1,856	1,856	2,205	
Ending Fund Balance		2,205	1,736	1,736	2,055	95

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

City of Clayton

Diablo Estates Benefit Assessment District - Fund 231

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7335	Gas & Electric Serv.	145	300	300	300	300
7338	Water Service	3,759	5,700	5,700	8,050	8,600
7381	Property Tax Admin Cost	270	270	270	270	270
7384	Legal Notices	-	100	100	100	100
7411	Legal Services Retainer	-	-	-	-	-
7413	Special Legal Services	-	-	-	-	-
7419	Other Prof. Services	54,235	59,390	59,390	59,390	59,390
7420	Administrative Costs	2,277	2,302	2,302	2,302	2,389
Total Expenditures		60,686	68,062	68,062	70,412	71,049
4611	Fiduciary Fund Assessment	85,583	86,524	86,524	93,997	93,712
5601	Interest Income	3,102	1,200	1,200	2,400	2,400
5606	Unrealized Investment Gain/Loss	3,357	-	-	-	-
Total Revenue		92,042	87,724	87,724	96,397	96,112
Increase (Decrease) in Fund Balance		31,356	19,662	19,662	25,985	25,063
Beginning Fund Balance		144,651	163,802	163,802	176,007	201,992
Ending Fund Balance		176,007	183,464	183,464	201,992	227,055

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

7419 *Other Professional Services*

Matrix Association Management	49,858	54,390	54,390	54,390	54,390
District Engineer Mgt. Fees	4,377	5,000	5,000	5,000	5,000
	54,235	59,390	59,390	59,390	59,390

City of Clayton
 Clayton Financing Authority - Fund 405
 Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7482	Capital Contributions	-	-	-	-	-
Total Expenditures		-	-	-	-	-
5601	Interest Income	11,484	12,600	12,600	9,200	9,200
5606	Unrealized Investment Gain/Loss	10,821	-	-	-	-
Total Revenue		22,305	12,600	12,600	9,200	9,200
Increase (Decrease) in Fund Balance		22,305	12,600	12,600	9,200	9,200
Beginning Fund Balance		567,983	580,583	580,583	590,288	599,488
Ending Fund Balance		590,288	593,183	593,183	599,488	608,688

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

City of Clayton

Middle School Community Facilities District 1990-1 - Fund 420

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7381	Property Tax Admin Cost	1,404	1,404	1,404	1,404	1,404
7419	Other Prof. Services	10,416	19,450	19,450	19,450	19,450
7420	Other Outside Services	17,630	17,830	17,830	17,830	18,510
7611	Principal	383,000	409,000	409,000	409,000	434,000
7612	Interest Expense	15,838	5,827	5,827	5,827	5,827
7613	Paying Agent Fees	786	1,000	1,000	787	1,000
7615	Property Taxes	603	650	650	603	650
Total Expenditures		429,677	455,161	455,161	454,901	480,841
4609	Middle School CFD 1990-1 Parcel Tax	389,784	385,784	385,784	383,465	385,784
5601	Interest Income	8,346	2,000	2,000	4,600	4,600
5606	Unrealized Investment Gain/Loss	11,699	-	-	-	-
Total Revenue		409,829	387,784	387,784	388,065	390,384
Increase (Decrease) in Fund Balance		(19,848)	(67,377)	(67,377)	(66,836)	(90,457)
Beginning Fund Balance		290,248	241,480	241,480	270,400	203,564
Ending Fund Balance		270,400	174,103	174,103	203,564	113,107

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

7419 Other Professional Services

NBS CFD Admin Fees	10,318	9,700	9,700	9,700	9,700
NBS - Delinquency Management Services	98	200	200	200	200
Other CFA Debt Admin costs	-	9,550	9,550	9,550	9,550
	10,416	19,450	19,450	19,450	19,450

7613 Paying Agent Fees

US Bank Trustee	786	1,000	1,000	787	1,000
Wire fees	-	-	-	-	-
	786	1,000	1,000	787	1,000

City of Clayton

Clayton Financing Authority 2007 Middle School Refunding Bonds - Fund 422

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	Other Prof. Services	6,206	7,050	7,050	7,050	7,050
2804	Principal Payment (CFA 2007)	360,000	375,000	375,000	375,000	395,000
7611	Principal Payment	-	-	-	-	-
7612	Interest Expense	50,525	50,525	50,525	35,625	19,965
7613	Paying Agent Fees	2,541	2,541	2,541	2,541	2,541
Total Expenditures		419,272	435,116	435,116	420,216	424,556
5601	Interest Income	1,157	2,500	2,500	800	800
5606	Unrealized Investment Gain/Loss	(75)	-	-	-	-
5701	Reimbursements/Refunds (CFD 1990-1)	-	-	-	9,550	9,550
5815	Interest on Loans/Bonds	7,538	8,000	8,000	8,000	8,000
1251	Principal Payment (CFD 1990-1)	383,000	409,000	409,000	409,000	434,000
Total Revenue		391,620	419,500	419,500	427,350	452,350
Increase (Decrease) in Fund Balance		(27,652)	(15,616)	(15,616)	7,134	27,794
Beginning Fund Balance		502,208	486,720	486,720	474,556	481,690
Ending Fund Balance		474,556	471,104	471,104	481,690	509,484
Restricted Portion of Fund Balance Includes:						
CFD 1990-1 Special Tax Fund (Trustee)		103,133	103,000	103,000	103,000	83,000
2007 CFA TAB Reserve Fund (Trustee)		252,138	252,000	252,000	252,000	252,000
Total		355,271	355,000	355,000	355,000	335,000

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

7419

Other Professional Services

NBS Continuing Disclosure Reporting	2,006	2,300	2,300	2,300	2,300
SCO Report (Cropper)	-	550	550	550	550
Cropper (CFA Audited f/s)	3,000	3,000	3,000	3,000	3,000
NBS Arbitrage Rebate Calculation	1,200	1,200	1,200	1,200	1,200
	6,206	7,050	7,050	7,050	7,050
	-	-	-	-	-

Unrestricted Fund Balance Recap:

Pooled Cash & GASB	106,864	103,684	103,684	114,270	165,924
Accrued Assets	31,001	28,460	28,460	28,460	19,600
Accrued Liabilities	(18,580)	(16,040)	(16,040)	(16,040)	(11,040)
Total (Unassigned Fund Balance)	119,285	116,104	116,104	126,690	174,484

City of Clayton

RDA Successor Agency Private Purpose Trust - Fund 615

Proposed Budget 21/22

Account Number	Account Name	2019/20 Actual	2020/21 Adopted Budget	2020/21 Amended Budget	2020/21 Projected	2021/22 Proposed Budget
7419	Other Professional Services	-	-	-	-	-
7420	Administrative Costs	250,000	250,000	250,000	250,000	250,000
7612	Interest Expense	45,068	39,446	39,446	39,446	30,476
7613	Paying Agent Fee	2,178	2,200	2,200	2,200	2,200
2105	Successor Housing Agency SERAF Loan	148,103	148,103	148,103	148,103	-
2802	2014 Refunding Bonds Payable	415,000	420,000	420,000	420,000	360,000
Total Expenditures		860,349	859,749	859,749	859,749	642,676
4108	Redevelopment Property Tax Trust Fund Rev.	864,579	859,749	859,749	646,646	653,536
5601	Interest	5,130	2,000	2,000	3,500	2,000
5606	Unrealized Investment Gain/Loss	13,987	-	-	-	-
5790	Other Revenues	2,712	11,463	11,463	11,463	11,218
Total Revenue		886,408	873,212	873,212	661,609	666,754
Increase (Decrease) in Fund Balance		26,059	13,463	13,463	(198,140)	24,078
Beginning Fund Balance		722,575	701,656	701,656	748,634	550,494
Ending Fund Balance		748,634	715,119	715,119	550,494	574,572

Restricted Portion of Fund Balance Includes:

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

7419 Other Professional Services

NBS (Arbitrage)	-	-	-	-
	-	-	-	-
	-	-	-	-
Unrestricted Fund Balance Recap:				
Pooled Cash & GASB	767,084	733,569	568,944	593,022
Accrued Assets	2,178	2,178	-	-
Accrued Liabilities	(20,628)	(20,628)	(18,450)	(18,450)
Total (Unassigned Fund Balance)	748,634	715,119	550,494	574,572
	-	-	-	-

Fiscal Trends – Last 5 Years



	Actual 6/30/2015	Actual 6/30/2016	Actual 6/30/2017	Actual 6/30/2018	Actual 6/30/2019	Actual 6/30/2020	Budget 6/30/2021	Average Growth %
Total Revenues	4,431,718	4,490,831	4,454,825	4,483,336	4,816,002	5,025,268	4,844,231	1.556%
Total Operational Expenditures	<u>3,841,826</u>	<u>3,945,387</u>	<u>4,087,088</u>	<u>4,301,836</u>	<u>4,482,702</u>	<u>4,588,169</u>	<u>4,843,806</u>	3.945%
Operational Excess (Deficit)	589,892	545,444	367,737	181,500	333,300	437,099	425	
Extraordinary Loss - Redevelopment Dissolution	200,000	230,786						
Use of Prior Year Excess	=	<u>109,756</u>	<u>68,515</u>	<u>432,310</u>	<u>239,626</u>	<u>32,674</u>	<u>409,482</u>	
Net Increase (Decrease) to Fund Balance	389,892	204,902	299,222	(250,810)	93,674	404,425	(409,057)	
Fund Balance, Beginning of year	<u>5,023,265</u>	<u>5,413,157</u>	<u>5,618,059</u>	<u>5,917,281</u>	<u>5,666,471</u>	<u>5,760,145</u>	<u>6,164,570</u>	
Fund Balance, End of Year	<u>5,413,157</u>	<u>5,618,059</u>	<u>5,917,281</u>	<u>5,666,471</u>	<u>5,760,145</u>	<u>6,164,570</u>	<u>5,755,513</u>	

Fiscal Forecast – 2022 through 2027



	Projected 6/30/2022	Projected 6/30/2023	Projected 6/30/2024	Projected 6/30/2025	Projected 6/30/2026	Projected 6/30/2027
Total Revenues	5,185,450	5,299,290	5,419,981	5,547,793	5,683,013	5,825,950
Total Operational Expenditures	<u>5,177,482</u>	<u>5,393,532</u>	<u>5,619,800</u>	<u>5,856,784</u>	<u>6,105,005</u>	<u>6,365,012</u>
Operational Excess (Deficit)	7,968	(94,242)	(199,819)	(308,991)	(421,992)	(539,062)
Use of Prior Year Excess	=	=	=	=	=	=
Net Increase (Decrease) to Fund Balance	7,968	(94,242)	(199,819)	(308,991)	(421,992)	(539,062)
Fund Balance, Beginning of year	<u>5,755,513</u>	<u>5,763,481</u>	<u>5,669,239</u>	<u>5,469,419</u>	<u>5,160,428</u>	<u>4,738,435</u>
Fund Balance, End of Year	<u>5,763,481</u>	<u>5,669,239</u>	<u>5,469,419</u>	<u>5,160,428</u>	<u>4,738,435</u>	<u>4,199,373</u>



STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Bill Stracker, City Engineer
DATE: June 15, 2021
SUBJECT: Presentation/Workshop for Capital Improvement Program (CIP) for FY 2021/22

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

FY 2021/22 Capital Improvement Program Activity

1. Pine Hollow Road Upgrades (CIP 10379)

Included as an unfunded project in many of the past Capital Improvement Program cycles, this project's original scope of widening the north side of Pine Hollow Road with the addition of new curb, gutter, and sidewalk between Pine Hollow Estates and the westerly city limit was funded in Fiscal Year 2018/19 with available savings from a Measure J grant. The project scope was then expanded to include the entire length of Pine Hollow Road from the westerly city limit line to Mitchell Canyon Road as an alternate entry into the City. The City of Clayton and the City of Concord entered into a joint application for a complete streets study grant through Caltrans to study Pine Hollow Road in both jurisdictions to create a coordinated complete street improvement project. Project work will include new curb, gutter, and sidewalk as well as complete streets design for bicycle traffic and green storm water infrastructure and the installation of a city entryway sign on the southern city limit of Pine Hollow Road. The total estimated cost for this project is currently at \$1,091,819 but may be revised due to the complete streets facilities to be incorporated.

The City of Clayton and the City of Concord were successful in garnering the Caltrans/MTC study grant for the Pine Hollow Corridor Improvements Feasibility Study. It is anticipated this project will complete the study and planning phase in Fiscal Year 2021/22 with a complete set of bid specifications by the close of the fiscal year. The feasibility study process includes a steering committee and a technical committee. The project is not expected to enter into the construction phase until Fiscal Year 2022/23, when additional funding is expected to become available. For FY 2021/22 the estimated budgeted ending balance is **\$311,219**.

2. ADA Compliance Program (CIP 10394A)

Each fiscal year the City has a policy to set aside \$6,000 of its annual HUTA gas tax revenues to build up sufficient reserves to perform handicap ramp corner curb cuts on public sidewalks. In addition to installing these ADA ramps where none exist, federal standards on ramp specifications were modified in July 2008 requiring revamping of existing ramps when street or sidewalk projects are installed in the adjacent area. These monies may also be used to repaint and remark existing ADA public parking spaces to current standards. This particular project fund is utilized by the City to annually accumulate income and build reserves for future ADA project costs. The City's HUTA Gas Tax Fund (No. 201) transferred \$6,000 to this CIP account during FY 2020/21, and will transfer another \$6,000 in FY 2021/22. After interest earnings, the reserve balance of this project is estimated to be **\$33,994** by the close of FY 2021/22. It should be noted as well that a significant ADA curb ramp project will be funded and completed in FY2021/22 in conjunction with the Neighborhood Pavement Preservation Project (CIP 10449).

3. Utility Undergrounding Project (CIP 10397)

Each year, PG&E is required by the Public Utilities Commission (PUC) to set aside funds for the undergrounding of overhead utility lines. The money set aside is distributed by PG&E to local agencies on a proportional basis. Since the cost of undergrounding is so tremendous (minimum of \$1,000,000 for approximately 300 feet), this project was created to accept and accumulate these funds until enough is available to undertake a project.

Typically, PG&E will allocate approximately \$20,500 to the City's Rule 20A project account annually. In addition to the annual allocation, the City is authorized to make a five (5) year advance borrowing. Recent changes and changes to the work credit process has now been approved by the PUC. The City can no longer borrow a 5-year credit advance after December 31, 2022. The City of Clayton has **\$423,116** in available work credits including the 2022 allocation. Utilities can no longer allocate work credits after December 2022.

4. 2020 Neighborhood Pavement Preservation Project (Capital Improvement Program No. 10449)

The objective of the 2020 Neighborhood Pavement Preservation Project is to elevate all of the neighborhood streets to a Pavement Condition Index (PCI) of 80 or greater, with a PCI score of 100 being equivalent to a brand new street. This project has been designed to accomplish said street maintenance and rehabilitation on streets where State or Federal transportation funds are not currently available. This project is funded by various sources with proposed funding being derived from gas tax monies, Measure J local streets maintenance "return to source" funds, Measure J Co-op funds.

The three cities of Clayton, Martinez, and Pittsburg had similar projects and so it was decided that the cities would join and bid the project together with Martinez as the lead agency. For

economic and schedule reasons the project was split and bid as two projects; an asphalt paving project and a concrete curb ramp (ADA) project. The paving and ramp work in each city was detailed as separate alternates and the two projects were advertised and bids were received by the City of Martinez in April. The bids were analyzed and a lowest responsible bidder was determined for each project. The Clayton paving project low bid was \$898,877.20 and the Clayton curb ramp project low bid was \$288,738. Subsequently the City of Martinez chose not proceed with a joint project award. The Clayton City Engineer has contacted both the paving and curb ramp projects contractors and each has agreed to hold their unit prices for the City of Clayton to proceed with the award of both projects as City of Clayton capital projects. For FY 2021/22 the estimated beginning fund balance is **\$736,175**. Additional funding is proposed in FY2021/22; \$143,825 from HUTA Gas Tax and \$395,000 of RMRA Gas Tax to fully fund the project.

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

This project is complete.

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

The playground rehabilitation was completed in FY 2020/21. An ADA parking space and sidewalk ramp on the southwest side of the Park are still to be installed. This project will be installed as a change order to the ADA Curb Ramp project (a portion of CIP 10449) that was recently bid for the City of Clayton by the City of Martinez and Clayton will take it over. For FY 2021/22 there is projected estimated fund balance including interest of **\$57,715**.

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

Project includes design and installation of operational enhancements to the intersections of Clayton Road and Marsh Creek Road adjacent to Diablo View Middle School, and Mitchell Canyon Rd. and Pine Hollow Road. These are the two public schools located within the City of Clayton. There is some work at the Middle School to occur in FY 2021/22. Funding was from Measure J LSM return to source and Measure J Co-op local revenues. Additional funding of \$50,000 from RMRA Gas Tax funds is proposed in FY2021/22, which when combined with a beginning fund balance of **\$50,211** in the project should provide sufficient funding to complete the improvements.

8. Downtown Pedestrian Improvement (CIP No. 10450)

On June 21, 2017 the City of Clayton was awarded a grant of \$252,000 for pedestrian safety improvements in the town center through the Measure J Transportation for Livable Communities program, administered by Contra Costa Transportation Authority (CCTA). Thereafter on October 17, 2017 the City Council approved a Master Cooperative Funding Agreement with the CCTA outlining the roles and responsibilities of the City and CCTA. The scope of this project entails the installation of two raised and lighted crosswalks at Oak and Center Streets in the downtown area as well as a table top lighted intersection at Old Marsh Creek Road and Main Street. Due to the COVID-19 pandemic and resulting economic contraction, this grant was delayed by CCTA. It is expected that funds might be available in late FY 2021/22.

9. Housing Element Update

The City is required by State law to update its Housing Element after finalization of the Regional Housing Needs Assessment (REHNA) by the State Housing Community Development (HCD) and the Association of Bay Area Governments (ABAG). This project is funded by \$85,000 in State grant funds and \$330,000 from the Rainy Day Fund 110. Since the project may take more than one year it is being established and tracked in the CIP. After anticipated expenses for FY 2021/22 of \$311,250 there is a projected estimated fund balance for future year use to continue this project work of **\$103,750.**

CAPITAL IMPROVEMENT PROGRAM BUDGET 2021/22

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City of Clayton
Capital Projects Fund 303
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7311	Salaries/Regular	221				
7341	Buildings/Grounds Maintenance	-	-		-	-
7520	Project Expenses	2,600	-	-	2,628	-
7551	Project Costs - Planning/Design	15,923	100,000	100,000	190,000	300,000
7552	Project Costs - Construction/Execution	653,351	1,321,719	1,321,719	57,054	1,996,896
7553	Project Costs - Monitoring/Inspections	60,860	20,000	20,000	20,000	-
7554	Project Costs - Close-out/Punch List	26,727	-	-	475	-
8111	Transfer to CIP 10400 Downtown Ec Dev	-	4,681	4,681	4,729	-
8111	Transfer to CIP 10425 Collector St Rehab Proj.	-	-	2,767	2,767	-
8111	Transfer to CIP 10400A Land Acquisition	-	-	-	64,889	-
8111	Transfer to CIP 10443 City Hall ADA Acc. Program	-	-	-	-	-
NEW	Transfer to Rainy Day Fund	-	-	-	-	-
Total Expenses		759,682	1,446,400	1,449,167	342,542	2,296,896
5230	Measure J Grant	-	627,000	627,000	-	252,000
5240	Cal Recycle Grant	-	83,000	66,611	(16,388)	-
5281	Federal Grant - Local Streets & Roads Shortfall	-	308,000	297,215	(10,785)	308,000
5601	Interest	26,705	28,880	28,880	24,920	22,500
5606	Unrealized Investment Gain/Loss	31,164	-	-	-	-
5805	Project Revenue	-	-	-	-	-
6001	Transfer from General Fund	18,802	-	-	-	-
6002	Transfer from Measure J Fund (LSM)	-	250,575	250,575	250,575	-
6002	Transfer from Measure J Fund Co-Op)	-	68,578	68,578	68,578	-
6003	Transfer from CIP 10400 Downtown Ec Dev	-	-	-	64,889	-
6003	Transfer From CIP 10436 - 2018 Neighborhood St	-	-	2,767	2,767	-
6003	Transfer from CIP 10445 Oak St Bungalows Demo	-	4,681	4,681	4,729	-
6003	Transfer from CIP Unallocated Interest	-	-	-	-	-
6004	Transfer from HUTA Gas Tax Fund	15,683	474,724	501,898	501,897	149,825
6031	Transfer from RMRA Gas Tax Fund	-	359,147	359,147	359,147	445,000
NEW	Transfer from Rainy Day Fund					330,000
NEW	Transfer from Grants Fund					85,000
6100	Intergovernmental Capital Contributions	518,628	-	-	27,375	-
NEW	FEMA Grant	-	-	-	-	200,000
Total Revenue		610,982	2,204,585	2,207,352	1,277,704	1,792,325
Increase (Decrease) in Net Position		(148,700)	758,185	758,185	935,162	(504,571)
Beginning Net Position		1,812,067	1,751,430	1,751,430	1,663,367	2,598,529
Ending Net Position		1,663,367	2,509,615	2,509,615	2,598,529	2,093,958

City of Clayton
CIP 10379 Pine Hollow Road Upgrades
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	100,000	100,000	100,000	100,000
7552	Project Costs - Construction/Execution	15,665	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
		-	-	-	-	-
Total Expenses		15,665	100,000	100,000	100,000	100,000
5230	Measure J Grant	-	375,000	375,000	-	-
5281	Federal Grant - Local Streets & Roads Shortfall	-	308,000	308,000	-	308,000
6004	Transfer from HUTA Gas Tax Fund	-	50,000	50,000	50,000	-
6031	Transfer from RMRA Gas Tax Fund	-	169,264	169,264	169,264	-
Total Revenue		-	902,264	902,264	219,264	308,000
Increase (Decrease) in Net Position		(15,665)	802,264	802,264	119,264	208,000
Beginning Net Position		(380)	(27,985)	(27,985)	(16,045)	103,219
Ending Net Position		(16,045)	774,279	774,279	103,219	311,219

City of Clayton
CIP 10394A ADA Compliance Program
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
		-	-	-	-	-
Total Expenses		-	-	-	-	-
5601	Interest	221	80	80	200	180
6004	Transfer From HUTA Gas Tax Fund	6,000	6,000	6,000	6,000	6,000
		-	-	-	-	-
Total Revenue		6,221	6,080	6,080	6,200	6,180
Increase (Decrease) in Net Position		6,221	6,080	6,080	6,200	6,180
Beginning Net Position		15,393	21,473	21,473	21,614	27,814
Ending Net Position		21,614	27,553	27,553	27,814	33,994

City of Clayton
CIP 10400 Downtown Economic Development Project
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	50,000	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
8111	Transfer to CIP 10400A Land Acquisition	-	-	-	64,889	-
Total Expenses		-	-	-	114,889	-
5601	Interest	19,453	24,000	24,000	20,000	18,000
6003	Transfer from CIP 10445 Oak St Bungalows Demo	-	4,681	4,681	4,729	-
		-	-	-	-	-
Total Revenue		19,453	28,681	28,681	24,729	18,000
Increase (Decrease) in Net Position		19,453	28,681	28,681	(90,160)	18,000
Beginning Net Position		1,356,190	1,380,190	1,380,190	1,375,643	1,285,483
Ending Net Position		1,375,643	1,408,871	1,408,871	1,285,483	1,303,483

City of Clayton
CIP 10400A Land Acquisition
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	2,600	-	-	2,628	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
		-	-	-	-	-
Total Expenses		2,600	-	-	2,628	-
5601	Interest	-	-	-	-	-
6003	Transfer from CIP 10400 Downtown Ec Dev	-	-	-	64,889	-
		-	-	-	-	-
Total Revenue		-	-	-	64,889	-
Increase (Decrease) in Net Position		(2,600)	-	-	62,261	-
Beginning Net Position		(59,661)	(62,261)	(62,261)	(62,261)	-
Ending Net Position		(62,261)	(62,261)	(62,261)	-	-

City of Clayton
CIP 10420 School Bridge Area Improvement
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		-	-	-	-	-
5601	Interest	2,996	3,400	3,400	3,200	3,000
		-	-	-	-	-
Total Revenue		2,996	3,400	3,400	3,200	3,000
Increase (Decrease) in Net Position		2,996	3,400	3,400	3,200	3,000
Beginning Net Position		208,847	212,247	212,247	211,843	215,043
Ending Net Position		211,843	215,647	215,647	215,043	218,043

City of Clayton
CIP 10422 El Molino Drive Sewer Improvements
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	459,785	-	-	-	-
7553	Project Costs - Monitoring/Inspections	60,860	-	-	-	-
7554	Project Costs - Close-out/Punch List	8,415	-	-	475	-
Total Expenses		529,060	-	-	475	-
5601	Interest	-	-	-	-	-
6100	Intergovernmental Capital Contributions	518,628	-	-	27,375	-
Total Revenue		518,628	-	-	27,375	-
Increase (Decrease) in Net Position		(10,432)	-	-	26,900	-
Beginning Net Position		(16,468)	-	-	(26,900)	-
Ending Net Position		(26,900)	-	-	-	-

City of Clayton
CIP 10425 Collector Street Rehabilitation Project (OBAG I)
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	3,983	-	-	-	-
Total Expenses		3,983	-	-	-	-
			-		-	-
5240	Cal Recycle Grant	-		(19,156)	(19,155)	
5281	Federal Grant - Local Streets & Roads Shortfall	-		(10,785)	(10,785)	
5601	Interest	-				
6002	Transfer From Measure J Fund (LSM)	-	-	-	-	-
6002	Transfer From Measure J Fund (Co-Op)	-		-		
6003	Transfer From CIP 10436 - 2018 Neighborhood St	-	-	2,767	2,767	
6004	Transfer From HUTA Gas Tax Fund	8,328	-	27,174	27,173	-
		-	-		-	-
Total Revenue		8,328	-	-	-	-
Increase (Decrease) in Net Position		4,345	-	-	-	-
Beginning Net Position		(4,345)	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
CIP 10436 2018 Neighborhoods Street Project
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
8111	Transfer to CIP 10425 Collector St Rehab Proj. (Transferring Excess Gas Tax Revenues)	-	-	2,767	2,767	-
Total Expenses		-	-	2,767	2,767	-
5240	Cal Recycle Grant	-	-	2,767	2,767	-
5601	Interest	-	-	-	-	-
6002	Transfer from Measure J Fund (LSM)	-	-	-	-	-
6002	Transfer from Measure J Fund (Co-Op)	-	-	-	-	-
6004	Transfer from HUTA Gas Tax Fund	1,355	-	-	-	-
6031	Transfer from RMRA Gas Tax Fund	-	-	-	-	-
Total Revenue		1,355	-	2,767	2,767	-
Increase (Decrease) in Net Position		1,355	-	-	-	-
Beginning Net Position		(1,355)	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
CIP 10439 El Portal Drive Recons
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	21,135	47,148	47,148	27,054	-
7553	Project Costs - Monitoring/Inspections	-	20,000	20,000	20,000	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
		-	-	-	-	-
Total Expenses		21,135	67,148	67,148	47,054	-
5601	Interest	-	-	-	-	-
6004	Transfer from HUTA Gas Tax Fund	-	68,189	68,189	68,189	-
		-	-	-	-	-
Total Revenue		-	68,189	68,189	68,189	-
Increase (Decrease) in Net Position		(21,135)	1,041	1,041	21,135	-
Beginning Net Position		-	(1,041)	(1,041)	(21,135)	-
Ending Net Position		(21,135)	-	-	-	-

City of Clayton
CIP 10440 CCP Lower Field Rehabilitation
Proposed Budget 20-21

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	-
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		-	-	-	-	-
5601	Interest	738	800	800	700	600
		-	-	-	-	-
Total Revenue		738	800	800	700	600
Increase (Decrease) in Net Position		738	800	800	700	600
Beginning Net Position		51,488	52,288	52,288	52,226	52,926
Ending Net Position		52,226	53,088	53,088	52,926	53,526

City of Clayton
CIP 10442 North Valley Playground Rehab
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7311	Salaries/Regular	221				
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-				
7552	Project Costs - Construction/Execution	155,341	80,000	80,000	10,000	58,435
7553	Project Costs - Monitoring/Inspections	-				
7554	Project Costs - Close-out/Punch List	-				
		-	-	-	-	-
Total Expenses		155,562	80,000	80,000	10,000	58,435
5601	Interest	2,595	600	600	820	720
5805	Project Revenue	-	-	-	-	-
		-	-	-	-	-
Total Revenue		2,595	600	600	820	720
Increase (Decrease) in Net Position		(152,967)	(79,400)	(79,400)	(9,180)	(57,715)
Beginning Net Position		219,862	133,687	133,687	66,895	57,715
Ending Net Position		66,895	54,287	54,287	57,715	-

City of Clayton
CIP 10443 City Hall ADA Accessibility Improvement Project
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-				
7552	Project Costs - Construction/Execution	1,425				
7553	Project Costs - Monitoring/Inspections					
7554	Project Costs - Close-out/Punch List	14,044				
		-	-	-	-	-
Total Expenses		15,469	-	-	-	-
5601	Interest	-	-	-	-	-
6003	Transfer from CIP Unallocated Interest	6,533	-	-	-	-
		-	-	-	-	-
Total Revenue		6,533	-	-	-	-
Increase (Decrease) in Net Position		(8,936)	-	-	-	-
Beginning Net Position		8,936	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
CIP 10445 Oak Street Bungalows Demolition Project
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-				
7552	Project Costs - Construction/Execution	-				
7553	Project Costs - Monitoring/Inspections	-				
7554	Project Costs - Close-out/Punch List	285	-	-	-	-
8111	Transfer to CIP 10400 Downtown Ec Dev	-	4,681	4,681	4,729	-
Total Expenses		285	4,681	4,681	4,729	-
5601	Interest	74	-	-	-	-
6003	Transfer from CIP 10400 Downtown Ec Dev	-	-	-	-	-
Total Revenue		74	-	-	-	-
Increase (Decrease) in Net Position		(211)	(4,681)	(4,681)	(4,729)	-
Beginning Net Position		4,940	4,681	4,681	4,729	-
Ending Net Position		4,729	-	-	-	-

City of Clayton
CIP 10446 Oak/Grassland Savanna Maintenance
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	100,000
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		-	-	-	-	100,000
5601	Interest	-	-	-	-	-
NEW	FEMA Grant	-	-	-	-	100,000
		-	-	-	-	-
Total Revenue		-	-	-	-	100,000
Increase (Decrease) in Net Position		-	-	-	-	-
Beginning Net Position		-	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
CIP 10447 Emergency/Auxillary Power at City Hall Complex
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-	-	100,000
7552	Project Costs - Construction/Execution	-	-	-	-	-
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		-	-	-	-	100,000
5601	Interest	-	-	-	-	-
NEW	FEMA Grant	-	-	-	-	100,000
		-	-	-	-	-
Total Revenue		-	-	-	-	100,000
Increase (Decrease) in Net Position		-	-	-	-	-
Beginning Net Position		-	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
CIP 10448 School Intersection Enhancement Project
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-		
7551	Project Costs - Planning/Design	-	-	-		
7552	Project Costs - Construction/Execution	-	70,211	70,211	20,000	100,211
7553	Project Costs - Monitoring/Inspections	-	-	-		
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		-	70,211	70,211	20,000	100,211
5601	Interest	-	-	-	-	-
6002	Transfer from Measure J Fund (LSM)	-	36,163	36,163	36,163	
6002	Transfer from Measure J Fund (Co-Op)	-	34,048	34,048	34,048	
6031	Transfer from RMRA Gas Tax Fund	-	-	-	-	50,000
Total Revenue		-	70,211	70,211	70,211	50,000
Increase (Decrease) in Net Position		-	-	-	50,211	(50,211)
Beginning Net Position		-	-	-	-	50,211
Ending Net Position		-	-	-	50,211	-

City of Clayton
CIP 10449 2020 Neighborhood Streets Repave
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	13,185	-	-	40,000	-
7552	Project Costs - Construction/Execution	-	872,360	872,360	-	1,275,000
7553	Project Costs - Monitoring/Inspections	-	-	-	-	-
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		13,185	872,360	872,360	40,000	1,275,000
5601	Interest	-	-	-	-	-
5240	CalRecycle Rubber Grant	-	83,000	83,000	-	-
6002	Transfer from Measure J Fund (LSM)	-	214,412	214,412	214,412	-
6002	Transfer from Measure J Fund (Co-op)	-	34,530	34,530	34,530	-
6004	Transfer From HUTA Gas Tax Fund	-	350,535	350,535	350,535	143,825
6031	Transfer from RMRA Gas Tax Fund	-	189,883	189,883	189,883	395,000
Total Revenue		-	872,360	872,360	789,360	538,825
Increase (Decrease) in Net Position		(13,185)	-	-	749,360	(736,175)
Beginning Net Position		-	-	-	(13,185)	736,175
Ending Net Position		(13,185)	-	-	736,175	-

City of Clayton
CIP 10450 Downtown Pedestrian Improvement
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-	-	-		
7552	Project Costs - Construction/Execution	-	252,000	252,000		252,000
7553	Project Costs - Monitoring/Inspections	-	-	-		
7554	Project Costs - Close-out/Punch List	-	-	-	-	-
Total Expenses		-	252,000	252,000	-	252,000
5230	Measure J Grant	-	252,000	252,000	-	252,000
5601	Interest	-	-	-	-	-
		-	-	-	-	-
Total Revenue		-	252,000	252,000	-	252,000
Increase (Decrease) in Net Position		-	-	-	-	-
Beginning Net Position		-	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
CIP 10451 Green Infrastructure Plan
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	2,738	-	-	-	-
7552	Project Costs - Construction/Execution	-				
7553	Project Costs - Monitoring/Inspections	-				
7554	Project Costs - Close-out/Punch List	-				
Total Expenses		2,738	-	-	-	-
5601	Interest	-	-	-	-	-
6001	Transfer from General Fund	18,802	-	-	-	-
		-	-	-	-	-
Total Revenue		18,802	-	-	-	-
Increase (Decrease) in Net Position		16,064	-	-	-	-
Beginning Net Position		(16,064)	-	-	-	-
Ending Net Position		-	-	-	-	-

City of Clayton
NEW CIP Housing Element Update
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7520	Project Expenses	-	-	-	-	-
7551	Project Costs - Planning/Design	-				
7552	Project Costs - Construction/Execution	-				311,250
7553	Project Costs - Monitoring/Inspections	-				
7554	Project Costs - Close-out/Punch List	-				
		-	-	-	-	-
Total Expenses		-	-	-	-	311,250
5601	Interest	-	-	-	-	-
NEW	Transfer from Rainy Day Fund	-	-	-	-	330,000
NEW	Transfer from Grants Fund	-	-	-	-	85,000
Total Revenue		-	-	-	-	415,000
Increase (Decrease) in Net Position		-	-	-	-	103,750
Beginning Net Position		-	-	-	-	-
Ending Net Position		-	-	-	-	103,750

City of Clayton
CIP Unallocated Interest
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
7341	Buildings/ Grounds Maintenance	-	-	-	-	-
7520	Project Expenses	-				
7551	Project Costs - Planning/Design	-				
7552	Project Costs - Construction/Execution	-				
7553	Project Costs - Monitoring/Inspections	-				
7554	Project Costs - Close-out/Punch List	-				
8111	Transfer to CIP 10443 - City Hall ADA Acc. Proj.	6,533	-	-	-	-
Total Expenses		6,533	-	-	-	-
5601	Interest	628	-	-	-	-
			-	-	-	-
		-	-	-	-	-
Total Revenue		628	-	-	-	-
Increase (Decrease) in Net Position		(5,905)	-	-	-	-
Beginning Net Position		43,817	37,284	37,284	37,912	37,912
Ending Net Position		37,912	37,284	37,284	37,912	37,912

City of Clayton
CIP GASB 31 Investment
Proposed Budget 21-22

Account Number	Account Name	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Projected	2021-22 Proposed Budget
		-	-	-	-	-
		-	-	-	-	-
Total Expenses		-	-	-	-	-
5006	Unrealized Investment Gain/Loss	31,164	-	-	-	-
			-	-	-	-
			-	-	-	-
Total Revenue		31,164	-	-	-	-
Increase (Decrease) in Net Position		31,164	-	-	-	-
Beginning Net Position		867	867	867	32,031	32,031
Ending Net Position		32,031	867	867	32,031	32,031

MINUTES
REGULAR MEETING
OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT (GHAD)

April 20, 2021

1. **CALL TO ORDER AND ROLL CALL** – the meeting was called to order at 8:25 p.m. by Chair Tillman. Board Members present: Chair Tillman, Vice Chair Cloven, Board Members Diaz, Wan, and Wolfe. Board Members absent: None. Staff present: City Manager Reina Schwartz, Legal Counsel Mala Subramanian, and Secretary Janet Calderon.
2. **PUBLIC COMMENTS** – None.
3. **CONSENT CALENDAR**

Board Member Wan requested the minutes of December 1, 2021 be amended to include his previous request for a list of duties and maintenance schedule performed by the district.

It was moved by Vice Chair Cloven seconded by Board Member Wolfe, to approve the Consent Calendar item 3(a) as amended. (Passed).
 - (a) Approved the Board of Directors' minutes for its regular meeting on December 1, 2020.
 - (b) Approved Resolution No. 01-2021 Amending an Existing Agreement with Harris & Associates Including Designating a General Manager for the Oakhurst Geological Hazard Abatement District. (City Manager)
4. **PUBLIC HEARINGS** – None.
5. **ACTION ITEMS** – None.
6. **BOARD ITEMS** – None.
7. **ADJOURNMENT** - on call by Chairperson Tillman the Board meeting adjourned at 8:30 p.m.

#

Respectfully submitted,

Janet Calderon, Secretary

Approved by the Board of Directors
Oakhurst Geological Hazard Abatement District

Holly Tillman, Chairperson



GHAD STAFF REPORT

TO: HONORABLE CHAIRPERSON AND BOARD MEMBERS

FROM: Bill Stracker, P.E., General Manager

DATE: June 15, 2021

SUBJECT: Presentation and Consideration of a Resolution to Approve the Proposed Oakhurst Geological Hazard Abatement District (GHAD) Budget for Fiscal Year 2021/22 and set a Public Hearing to be Held on June 29, 2021 to Consider the Levy of the Corresponding Real Property Tax Assessments in FY 2021/22

RECOMMENDATION

Staff recommends the Board take the following set of actions regarding the Oakhurst Geological Hazard Abatement District (GHAD) budget for FY 2021/22:

- 1) Receive the General Manager's report;
- 2) Receive public comment;
- 3) Adopt the Resolution approving the District budget for FY 2021/22, which action includes setting June 29, 2021 as the Public Hearing date on the proposed GHAD real property tax assessments for FY 2021/22.

BACKGROUND

In April of 2000, the Oakhurst Geological Hazard Abatement District (GHAD) was established by vote of the property owners within the geographic boundaries of the established District. Those property owners approved, by ballot, annual assessments to fund routine hazard abatement and maintenance within the GHAD as well as the operational needs of the District. The ballot measure specifically addressed and approved an annual assessment adjustment not to exceed the increase or decrease in the Bay Area Consumer Price Index (CPI) as reported in April of each subsequent year. These annual assessments are the only source of revenue for the District. Without further real property owners' approval via ballot, the District cannot create nor mandate additional revenues to fund additional hazard abatement or prevention services.

Subject: FY 2021/22 Budget and Resolution of Intention

Date: June 15, 2021

Page 2 of 2

The General Manager prepares and submits an annual fiscal year budget report for Board consideration and approval. The FY 2021/22 GHAD Budget Report is attached.

If the proposed budget and assessments are acceptable to the Board, the General Manager recommends Board approval of the attached Resolution approving the proposed District budget, announcing the Board of Directors' intention to levy assessments, setting June 29, 2021 as the Public Hearing date, and directing the mailing of notices to affected property owners.

FISCAL IMPACT

Real property owners within the GHAD previously voted against any assessment increase. Based on the "no" vote of the GHAD property owners, the GHAD continues to only be able to afford minor maintenance work and minimal administrative costs in the GHAD-owned open space areas. In order for the District to generate any additional future public works improvements or abatement repairs, the property owners would have to vote to increase their annual assessments beyond the currently approved CPI adjustment.

This budget and the corresponding proposed assessments are calculated and prepared using the approved CPI adjustment, this year of +3.8 % between April 2020 and April 2021.

CONCLUSION

Staff recommends approval of the attached Budget and the Resolution of Intention.

Attachments: FY 2021/22 Budget Report
 Resolution of Intention
 Notice of Public Hearing

GHAD BUDGET REPORT

DATE: May 26, 2021
TO: BOARD OF DIRECTORS
FROM: BILL STRACKER, P.E., GENERAL MANAGER
RE: FISCAL YEAR 2021/22

Background

In April 2000, the property owners within the Oakhurst Geological Hazard Abatement District (GHAD) approved, by ballot, assessments to cover the routine maintenance and operational needs of the District. The ballot measure also approved a method and formula for annual property assessments to keep pace (increase or decrease) with the current economic cycle based on the annual adjustment in the Bay Area Consumer Price Index (CPI). The current CPI for the period April 2020 to April 2021 (the evaluation period established in the original ballot measure) reveals an economic index increase of 3.8%.

The annual assessments collected by the District remain the only source of revenues to the District as it is solely funded by the private property owners within the District. Without the real property owners' further voter approval, the District cannot create or mandate additional revenue to fund hazard abatement or prevention services.

Kelok Way Area

The GHAD's geotechnical consultant, BS&A, performed monitoring work in the Kelok Way area in 2020. The Inclinator readings taken in July of 2020 were compared with readings taken in May of 2019 and indicated a very slight slope change of 0.25 inches. Significant concrete cracking and separation has occurred at the cul-de-sac of Kelok Way (8053). With very limited funds available to make repairs, the inclinometer replacements may need to be delayed several years until sufficient funds can be saved to fund the installation of the new inclinometer.

BSA, the geotechnical consultant notes that the flatwork cracking on Kelok Way concludes that movement is still likely. Ongoing movement north of Bear Place may begin to adversely impact storm drain, sewer, and water lines, with potential leakage impacting slope stability. They recommend that water levels within the open pipe piezometers be measured semi-annually.

Ahwanee Lane Street Repair

An asphalt and sidewalk deformation has occurred on the easterly side of Ahwanee Lane just south of the intersection with Miwok Way. Our Geotechnical Engineering firm, BS&A, characterized the deformation as a trench migration issue that could become extensive and be an expensive issue to correct. In the FY 2019/20 budget, \$63,193 was included

for this project, but upon further review, it was determined that additional study was needed for a more accurate estimate. Based on this new street issue occurring during fiscal year 2019/20, this repair has taken precedence over the installation of the new slope inclinometers at Kelok and Pebble Beach. A transfer of funds will need to occur from the Presley Fund balance to this Ahwanee Lane project for analysis tests (\$10,000) and confirmation of the repair costs (\$63,193+ 10% = \$69,512). With very limited funds available to make repairs, the investigation for the repair of Ahwanee was delayed until FY 2021/22 when funds could be made available to undertake the street/sidewalk repair. These funds are included in this year's expenses.

Pebble Beach Area

The inclinometer in the slope below the street (SI-2) has pinched at a depth of 72 feet thereby prohibiting measurement below that depth. The readings in the upper 72 feet indicate the upper area has not internally moved significantly since the last readings in 2016. BS&A strongly recommends the replacement of inclinometer SI-2 but its replacement has not yet been budgeted due to insufficient District funds being available.

The 2022 cost for geological monitoring is \$6,000 for Kelok Way and \$3,800 for Pebble Beach. It is proposed that this monitoring be performed on an annual basis.

V-Ditch Maintenance

Staff is once again postponing this year's 'V'-ditch maintenance work in favor of making the Ahwanee Lane street repair.

Fund Balance (Reserves)

Since the Ahwanee Lane project was delayed until this year due to the need for additional study, the projected fund balance remains at \$63,193.00.

Presley Lawsuit Settlement Fund Balance

As of June 30, 2021, this fund balance is projected to be approximately \$113,953 in remaining funds from the original Presley lawsuit settlement (2003). This balance includes an estimated \$1,800 in interest earnings during the year.

The original intention for the remaining Presley lawsuit settlement funds were to be used to rehabilitate street pavement in the Keller Ridge area once the ongoing movement ceased. While some pavement work has been accomplished, having no other reserves and no interest by the property owners in raising the annual assessments, the District ultimately has little option but to eventually use these funds to cover any of the District's funding shortfalls that may occur for as long as possible.

A fund transfer of \$20,084 is proposed to make up the shortfall in the Ahwanee Lane Repair Project leaving a fund balance of approximately \$93,869.

FY 2021/22 PROPOSED BUDGET

The FY 2021/22 Budget proposes a financial plan for the District. The budget includes funds for the routine operations and the ongoing monitoring costs, the cost of emergency and minor repairs, the transfer of funds to the City's general fund for work accomplished by City staff, and when determined feasible by engineering and timing analysis, the cost of major repairs and adverse conditions funded through the allowable annual assessments.

Additionally, the County charge amounts to \$250 per district plus \$0.85 for each assessable lot plus \$12 per parcel error. The year-to-year increase allowable per the most current CPI-U is 3.80% (April 2020 to April 2021), San Francisco-Oakland-Hayward, All Items, All Urban Consumers Index, published by the U.S. Bureau of Labor Statistics). The CPI for 2020/21 was 1.10% and for 2019/20 was 4.01%

Following is the recommended budget for the GHAD for FY 2021/22:

BEGINNING FUND BALANCE

Balance 7-1-2021	\$63,193.00
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EXPENSES

Postage	\$850.00
Liability Insurance Premium	7,000.00
County Collections Charge for Assessments	1,550.00
Legal Notices	100.00
Miscellaneous	300.00
Engineering Services (Geotechnical data reports)	9,900.00
General Manager	5,000.00
Special Legal Services	1,000.00
Ahwanee Lane (Repair [\$69,512 and Analysis [\$10,000])	79,512.00
Project Costs (minor and emergency repairs}	15,000.00
District Administration (transfer to General Fund)	<u>8,169.00</u>

TOTAL EXPENSES	\$128,381.00
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INCOME

Property Assessments	\$44,894.00
Interest on Funds	210.00
Transfer from Presley Settlement Fund	20,084.00

TOTAL INCOME	\$65,188.00
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BALANCE	\$0.00
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FY 2020/21 PROPERTY ASSESSMENTS

FY 2020/21 property assessments included an increase of 1.10% consistent with the adjustment in the Bay Area Consumer Price Index (CPI) from April 2020 to April 2021

As stated above, the annual assessment will be the same as last year except for an annual adjustment consistent with this year's increase in the CPI. Exhibit A explains the methodology of the assessments and provides a summary of the proposed assessment for this year.

Attachment A shows the comparison between FY 2020/21 and FY 2021/22.

EXHIBIT A

OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT

METHOD OF ASSESSMENT

A geological hazard abatement district is in essence the same as a benefit assessment district, and therefore the costs budgeted for the district (assessments) must be apportioned to individual parcels according to the benefit received.

The voter approved ballot measure that established the district divided the total development into three separate assessment areas. After reviewing the needs of each area and the benefits of the District to each area, the following percentages of the total budget/cost (including reserves) has been assigned to each area:

- Area 1 which includes the lower 6000's, lower 5000's, Duets, and Townhouses was assigned 25% of the total budget.
- Area 2 which includes the Upper 6000's, upper 5000's, 8,000's, condominiums was assigned 50% of the total budget, and
- Area 3 which includes the 10000's was assigned 25% of the total budget

The number of housing units in each area is not considered a benefit factor and the amount of the assessment per unit will vary greatly from area to area.

The type of housing unit is considered when assigning benefit and the different types of housing mixed into Areas 1 and 2 have been assigned different assessment factors to account for the differing type of housing as follows:

Single Family home (regardless of size)	1.00
Duets	0.75
Multi-family	0.50

The process of calculating assessments for each parcel includes the following steps:

1. Calculate amount of total budget that each area is responsible for (Assumed budget of \$44,893.60 (inc CPI));
 - a. Area 1 = 25% of \$44,893.60, or \$11,223.40
 - b. Area 2 = 50% of \$44,893.60, or \$22,446.80
 - c. Area 3 = 25% of \$44,893.60 or \$11,223.40
2. Calculate the number of equivalent assessed units that the budget percentage will be spread over for each area;
 - a. Single family dwellings (regardless of size) = equivalency factor of 1.0
 - b. Duets = equivalency factor of 0.75
 - c. Multi-family = equivalency factor of 0.5

Area 1:

AREA 1	\$11,223.40			
Sub-Area:	Dwelling Units	Dwelling Unit Type	Factor	Equivalent Assessed Units
Tr. 6990	92	sfd	1	92.00
Tr. 7065	108	duet	0.75	81.00
Tr. 7066	117	multifamily	0.5	58.50
Tr. 7033	52	multifamily	0.5	26.00
Tr. 7311	118	duet	0.75	88.50
Tr. 7768	55	sfd	1	55.00
Tr. 7769	53	sfd	1	53.00
Sub-total	595			454.00

3. Spread the total budget amount assigned to the area to each tract (sub-area) based on the numbers of equivalent assessed units;

AREA 1	\$11,223.40		
Sub-Area:	Equivalent Assessed Units	Percentage	Assessment Assigned by tract
Tr. 6990	92.00	20.26%	\$2,273.86
Tr. 7065	81.00	17.84%	\$2,002.26
Tr. 7066	58.50	12.89%	\$1,446.70
Tr. 7033	26.00	5.73%	\$643.10
Tr. 7311	88.50	19.49%	\$2,187.44
Tr. 7768	55.00	12.11%	\$1,359.16
Tr. 7769	53.00	11.67%	\$1,309.78
Sub-total	454.00	100.00%	\$11,222.28

4. Calculate the rate per dwelling unit;

AREA 1	\$11,223.40		
Sub-Area:	Assessment Assigned by Tract	Dwelling Units	Assessment per Dwelling Unit
Tr. 6990	\$2,273.86	92	\$24.70
Tr. 7065	\$2,002.26	108	\$18.54
Tr. 7066	\$1,446.70	117	\$12.38
Tr. 7033	\$643.10	52	\$12.38
Tr. 7311	\$2,187.44	118	\$18.54
Tr. 7768	\$1,359.16	55	\$24.70
Tr. 7769	\$1,309.78	53	\$24.70
Sub-total	\$11,222.28	595	

District Boundaries

As of FY 1999-00, the District was complete and consisted of 200 single family homes, 226 duets, and 169 townhouses in Area 1; 612 single family homes and 136 condos in Area 2; and 141 single family homes in Area 3.

SUMMARY OF ASSESSMENTS

AREA I 2021-22 ASSESSMENT				Total =	\$11,223.40	
Subarea	# Units	Type	Factor	Ass. Units	21/22 Asses	Total
Tr. 6990	92	sfd	1.00	92.00	\$24.70	\$2,273.86
Tr. 7065	108	duets	0.75	81.00	\$18.54	\$2,002.26
Tr. 7066	117	multifamily	0.50	58.50	\$12.38	\$1,446.70
Tr. 7303	52	multifamily	0.50	26.00	\$12.38	\$643.10
Tr. 7311	118	duets	0.75	88.50	\$18.54	\$2,187.44
Tr. 7768	55	sfd	1.00	55.00	\$24.70	\$1,359.16
Tr. 7769	53	sfd	1.00	53.00	\$24.70	\$1,309.77
Subtotals	595			454.00		\$11,222.29
AREA II 2021-22 ASSESSMENT				Total =	\$22,446.82	
Subarea	# Units	Type	Factor	Ass. Units	21/22 Asses	Total
Tr. 7256	70	sfd	1.00	70.00	\$33.00	\$2,309.78
Tr. 7257	60	sfd	1.00	60.00	\$33.00	\$1,979.74
Tr. 7260	75	sfd	1.00	75.00	\$33.00	\$2,475.88
Tr. 7261	70	sfd	1.00	70.00	\$33.00	\$2,309.78
Tr. 7262	99	sfd	1.00	99.00	\$33.00	\$3,268.26
Tr. 7263	101	sfd	1.00	101.00	\$33.00	\$3,333.35
Tr. 7264	102	sfd	1.00	102.00	\$33.00	\$3,367.02
Tr. 7766	35	sfd	1.00	35.00	\$33.00	\$1,156.00
Tr. 7766	60	multifamily	0.50	30.00	\$16.50	\$989.90
Tr. 7767	76	multifamily	0.50	38.00	\$16.50	\$1,254.32
Subtotals	748			680.00		\$22,444.04
AREA III 2021-22 ASSESSMENT				Total =	\$11,223.40	
Subarea	# Units	Type	Factor	Ass. Units	21/22 Asses	Total
Tr. 7249	69	sfd	1.00	69.00	\$79.60	\$5,492.30
Tr. 7255	72	sfd	1.00	72.00	\$79.60	\$5,731.10
Subtotals	141			141.00		\$11,223.40
Grand Totals	1,484			1,275.00		\$44,889.73

ATTACHMENT A
FY 2020/21 AND FY 2021/22 COMPARISON

<u>GHAD AREA</u>	<u>SUBD. NAME</u>	<u>SUBD. #</u>	<u># UNITS</u>	<u>TYPE</u>	<u>2020-2021 ASSESS.</u>	<u>2021-2022 ASSESS.</u>	<u>ANNUAL \$ INCREASE</u>
I	Windmill Canyon I	6990	92	6,000 sf	\$23.82	\$24.70	0.88
I	Black Diamond I	7065	108	Duets	\$17.86	\$18.54	0.68
I	Chaparral Springs I	7066	117	Multi-family	\$11.90	\$12.36	0.46
I	Chaparral Springs II	7303	52	Multi-family	\$11.90	\$12.36	0.46
I	Black Diamond II	7311	118	Duets	\$17.86	\$18.54	0.68
I	Oak Hollow IIA	7768	55	5,000 sf	\$23.82	\$24.70	0.88
I	Oak Hollow IIB	7769	53	5,000 sf	\$23.82	\$24.70	0.88
II	Eagle Peak I	7256	70	8,000 sf	\$31.80	\$33.00	1.20
II	Eagle Peak II	7257	60	8,000 sf	\$31.80	\$33.00	1.20
II	Falcon Ridge I	7260	75	8,000 sf	\$31.80	\$33.00	1.20
II	Falcon Ridge II	7261	70	8,000 sf	\$31.80	\$33.00	1.20
II	Windmill Canyon II	7262	99	6,000 sf	\$31.80	\$33.00	1.20
II	Windmill Canyon III	7263	101	6,000 sf	\$31.80	\$33.00	1.20
II	Windmill Canyon IV/Ironwood	7264	102	6,000 sf	\$31.80	\$33.00	1.20
II	Oak Hollow I	7766	35	5,000 sf	\$31.80	\$33.00	1.20
II	Diablo Ridge I	7766	60	Multi-family	\$15.90	\$16.50	0.60
II	Diablo Ridge II	7767	76	Multi-family	\$15.90	\$16.50	0.60
III	Peacock Creek I	7249	69	10,000 sf	\$76.68	\$79.60	2.92
III	Peacock Creek II	7255	72	10,000 sf	\$76.68	\$79.60	2.92

GHAD RESOLUTION NO. ##-2021

**A RESOLUTION APPROVING A BUDGET AND DECLARING THE INTENT
TO LEVY AND COLLECT ASSESSMENTS FOR THE OAKHURST
GEOLOGICAL HAZARD ABATEMENT DISTRICT FOR FISCAL YEAR 2021/22,
AND GIVING NOTICE OF THE TIME AND PLACE FOR HEARING
ON THE LEVY OF THE PROPOSED ASSESSMENT**

**THE BOARD OF DIRECTORS
OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT
Clayton, California**

WHEREAS, by Resolution No. 5-89, the Clayton City Council formed the Oakhurst Geological Hazard Abatement District (herein "GHAD"), pursuant to Division 17, Geological Hazard Abatement Districts, of the Public Resources Code, Section 26500 et seq.; and

WHEREAS, the General Manager has prepared and filed a Budget Report with the Board of Directors setting forth, among other things, the proposed real property assessments upon assessable lots and parcels of land within the GHAD for fiscal year 2021/22, which report is dated May 26, 2021; and

WHEREAS, the proposed real property assessments do not represent an increase in excess of the latest annual adjustment of the Bay Area CPI (CPI-U), such annual increase formula having been approved by the voters of GHAD on April 18, 2000; and

WHEREAS, the Board of Directors reviewed the Budget Report at its regular meeting on June 15, 2021, and found the same to be satisfactory and in compliance with Section 26651 of the Public Resources Code; and

WHEREAS, it is now necessary for the Board of Directors to establish the date for the public hearing on levying of the proposed real property assessments for fiscal year 2021/22 and to direct its Secretary to give the required notice of such hearing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the GHAD as follows:

1. The Budget Report, dated May 26, 2021, prepared by the General Manager and each part thereof, is sufficient in each particular, has fairly and properly apportioned the cost of the maintenance and improvement to each parcel of land in the GHAD in proportion to the estimated benefits to be received by each parcel respectively from such maintenance and improvements, is hereby approved as filed and is, by reference, included herein.

2. The Board of Directors hereby declares its intent to levy and collect the real property assessments within the GHAD for fiscal year 2021/22, as follows:

<u>GHAD AREA</u>	<u>SUBD</u>	<u># UNITS</u>	<u>TYPE</u>	<u>\$ ASSESS PER LOT</u>	<u>TOTAL \$ PER SUBD</u>
I	6990	92	Sfd	\$24.70	\$2,273.86
I	7065	108	Duets	\$18.54	\$2,002.26
I	7066	117	multi-family	\$12.38	\$1,446.70
I	7303	52	multi-family	\$12.38	\$643.10
I	7311	118	Duets	\$18.54	\$2,187.44
I	7768	55	Sfd	\$24.70	\$1,359.16
OI	7769	53	Sfd	\$24.70	\$1,309.78
II	7256	70	Sfd	\$33.00	\$2,309.78
II	7257	60	Sfd	\$33.00	\$1,979.74
II	7260	75	Sfd	\$33.00	\$2,475.88
II	7261	70	Sfd	\$33.00	\$2,309.78
II	7262	99	Sfd	\$33.00	\$3,268.26
II	7263	101	Sfd	\$33.00	\$3,333.36
II	7264	102	Sfd	\$33.00	\$3,367.02
II	7766	35	Sfd	\$33.00	\$1,156.00
II	7766	60	multi-family	\$16.50	\$989.90
II	7767	76	multi-family	\$16.50	\$1,254.32
III	7249	69	Sfd	\$79.60	\$5,492.40
III	7255	72	Sfd	\$79.60	\$5,731.20
Total		1484 lots		TOTAL	\$44,889.74

3. The GHAD consists of a portion of the City of Clayton as shown on the GHAD Diagram on file with the Secretary.

4. The Budget Report of the General Manager on file with the Secretary contains a fully detailed description of the proposed maintenance and improvements, consisting of open space inspection and the maintenance thereof, with the estimated cost of the maintenance and improvements, a diagram of the District, and a proposed assessment of the estimated cost of such maintenance and improvements.

5. **On Tuesday, June 29, 2021, at or near the hour of 7:00 p.m., at a Board of Directors meeting held remotely via ZOOM,** any and all persons having any interest in the lands within the GHAD, liable to be assessed for the expenses of the GHAD for fiscal year 2021-22, may be heard, and any such persons may also present any objections that they may have by written protest, filed with Secretary at or before the time set for hearing.

6. The Secretary shall give notice of the passage of this Resolution and of the time and place of hearing of protests as herein designated by causing a notice of

the passage of this Resolution and of the time and place of hearing of protests to be mailed to all owners of property within the GHAD as required by Section 26652 of the Public Resources Code.

Passed, Approved and Adopted by the Board of Directors of the GHAD at a regular public meeting thereof held on June 15, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE BOARD OF DIRECTORS OF GHAD

Holly Tillman, Chairperson

ATTEST:

Janet Calderon, Secretary

**NOTICE OF PUBLIC HEARING REGARDING THE LEVY OF ASSESSMENTS ON
REAL PROPERTY IN THE OAKHURST GEOLOGICAL HAZARD ABATEMENT
DISTRICT PURSUANT TO PUBLIC RESOURCES CODE SECTION 26652.**

KNOW ALL INTERESTED PARTIES BY THIS NOTICE THAT:

1. June 15, 2021 the General Manager presented the FY 2021/22 District Budget to the Board of Directors. The General Manager's proposed FY 2021/22 District budget indicates total annual assessment revenue of **\$44,893** and recommending the real property assessments shown on the attached table to pay for the obligations of the Oakhurst Geological Hazard Abatement District ("District") during FY 2021/22.

2. The Board of Directors accepted and approved the report on June 15, 2021, by adopting GHAD Resolution No. xx-2021, which set forth, among other things:

- a. The Board's intent to levy and collect a per unit assessment in accordance with the recommendation of the General Manager as specified to pay for District obligations FY 2021/22.
- b. Tuesday, June 29, 2021, at 7:00 p.m., remotely via ZOOM meeting, as the date, time and place for hearing public comment regarding the levy of said FY 2021/22 district assessments.

3. The per unit assessments for the previous fiscal year 2020/21 were as shown on the attached table. The proposed per unit assessments represent an increase equal to the latest annual adjustment in the San Francisco, All Items, All Urban Consumers Index (3.8 %; April 2020 – April 2021). The proposed assessments are in compliance with the annual increase formula previously approved by the GHAD voters on April 18, 2000 and therefore do not constitute an assessment increase under law.

4. A general description of the items to be maintained and operated in the District and paid for by the assessment is as follows: open space areas and geological hazard mitigation devices and improvements, and District administrative expenses.

5. All interested parties may obtain further particulars concerning the proposed per unit assessments in the District and a description and map of the boundaries of the District by referring to GHAD Resolution xx-2021, and the report of May 26, 2021, which are on file with the GHAD Secretary in Clayton City Hall. In addition, interested parties may contact the General Manager directly by phone at (925) 969-8181 or in person, by ZOOM appointment only, or view the reports at www.ci.clayton.ca.us.

NOW, THEREFORE, any and all persons having any interest in lands within the District liable to be assessed for the expenses of the District for Fiscal Year 2021/22, may appear at the public hearing, the time and place thereof being set forth above, and offer protest to said proposed assessment increase, and any of said persons may also present any objections they may have by written protest filed with the Secretary, Oakhurst Geological Hazard Abatement District, City of Clayton, 6000 Heritage Trail, Clayton, California, 94517, at or before the time set for public hearing.

JANET CALDERON
Secretary
Oakhurst Geological Hazard Abatement District

DATED: June 15, 2021

**OAKHURST GEOLOGICAL HAZARD ABATEMENT DISTRICT
PROPOSED FY 2021/22 ANNUAL ASSESSMENTS
FY 2020/21 COMPARISON**

<u>GHAD AREA</u>	<u>SUBD. NAME</u>	<u>SUBD. #</u>	<u># UNITS</u>	<u>TYPE</u>	<u>2020-2021 ASSESS.</u>	<u>2021-2022 ASSESS.</u>	<u>ANNUAL \$ INCREASE</u>
I	Windmill Canyon I	6990	92	6,000 sf	\$23.82	\$24.70	0.88
I	Black Diamond I	7065	108	Duets	\$17.86	\$18.54	0.68
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I	Oak Hollow IIA	7768	55	5,000 sf	\$23.82	\$24.70	0.88
I	Oak Hollow IIB	7769	53	5,000 sf	\$23.82	\$24.70	0.88
II	Eagle Peak I	7256	70	8,000 sf	\$31.80	\$33.00	1.20
II	Eagle Peak II	7257	60	8,000 sf	\$31.80	\$33.00	1.20
II	Falcon Ridge I	7260	75	8,000 sf	\$31.80	\$33.00	1.20
II	Falcon Ridge II	7261	70	8,000 sf	\$31.80	\$33.00	1.20
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II	Oak Hollow I	7766	35	5,000 sf	\$31.80	\$33.00	1.20
II	Diablo Ridge I	7766	60	Multi-family	\$15.90	\$16.50	0.60
II	Diablo Ridge II	7767	76	Multi-family	\$15.90	\$16.50	0.60
III	Peacock Creek I	7249	69	10,000 sf	\$76.68	\$79.60	2.92
III	Peacock Creek II	7255	72	10,000 sf	\$76.68	\$79.60	2.92