

# CITY OF CLAYTON

## ADOPTED BUDGET

FOR THE FISCAL YEAR ENDING  
JUNE 30, 2020



Clayton, California  
[www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)

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# ADOPTED BUDGET

## 2019 – 2020

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### THE CITY COUNCIL

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

\* \* \*

RECOMMENDED BY:

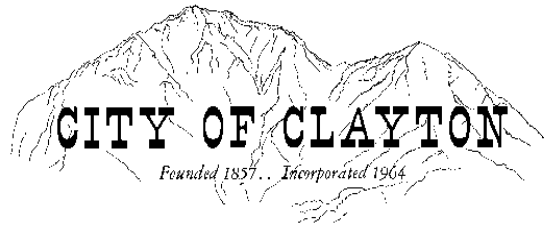
GARY A. NAPPER, CITY MANAGER

\* \* \* \* \*

PREPARED AND PRESENTED BY:

KEVIN MIZUNO, FINANCE MANAGER, CPA

CITY OF CLAYTON, CALIFORNIA  
94517  
[www.ci.clayton.ca.us](http://www.ci.clayton.ca.us)



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**BACKGROUND  
INFORMATION  
2019-20**

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# OUR MISSION

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

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

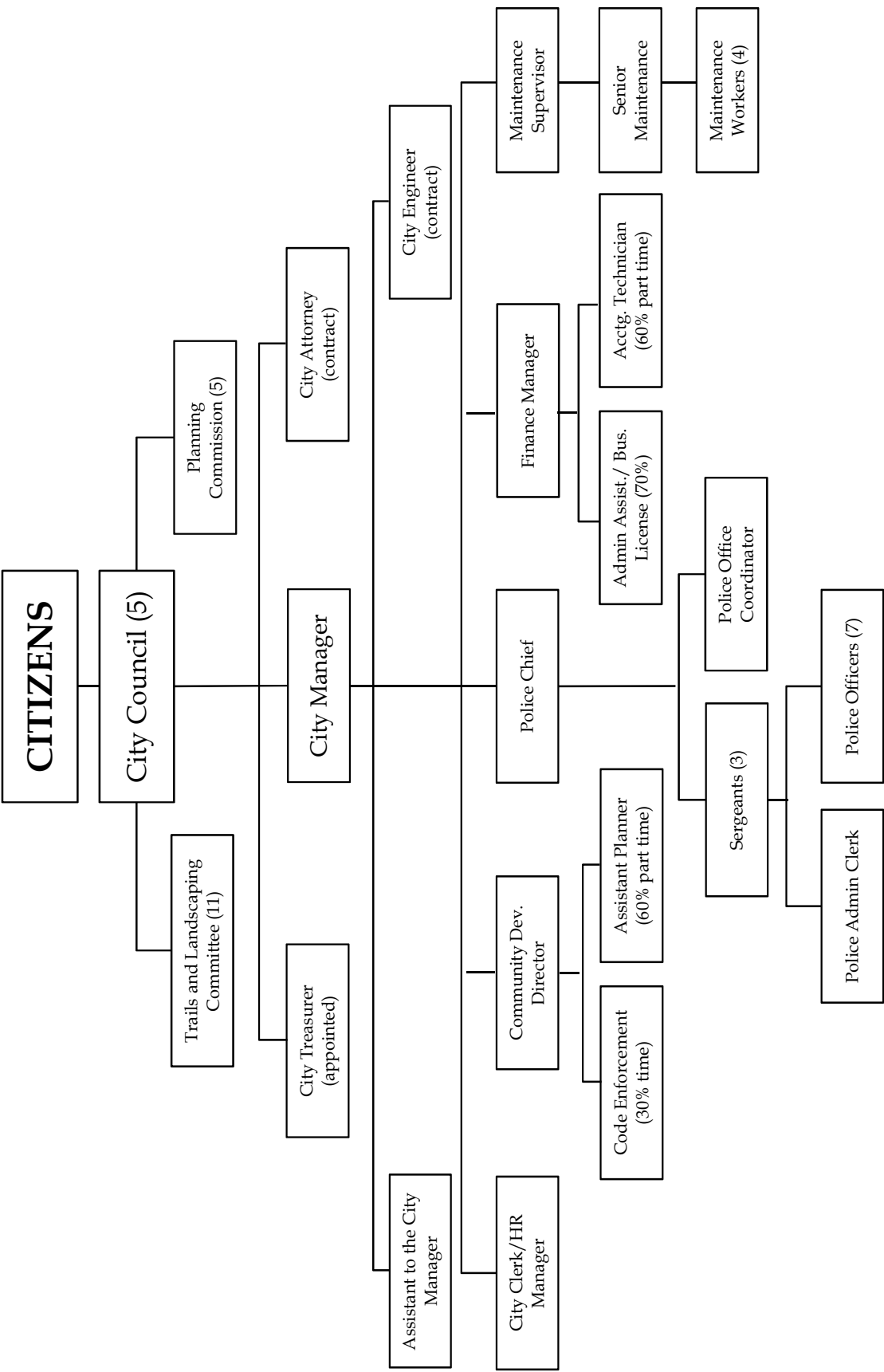
# OUR VALUES

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

# OUR VISION

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

CITY OF CLAYTON ORGANIZATIONAL CHART



# DIRECTORY OF OFFICIALS AND ADVISORY BODIES

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## CITY COUNCIL

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

## COMMISSIONS

Planning Commission

## COMMITTEES

Trails and Landscaping Committee

## APPOINTED OFFICIALS AND DEPARTMENT HEADS

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



## Demographics and Economic Characteristics

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

### Population:

Population	11,653
Median age	46.1
Median household income	\$150,436
Registered voters	8,017
Area in square miles	4.3

### Miles of Streets:

Lane miles	44.9
Pavement Condition Index (PCI)	84/100 ["Very Good" rating]

### Fire Protection: (Contra Costa County Fire Protection District)

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

## **RESOLUTION NO. 20-2019**

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>FUND</b>	<b>2019-20 APPROPRIATIONS</b>
General Fund – Fund No. 101	\$ 4,774,450
HUTA Gas Taxes – Fund No. 201	550,095
RMRA Gas Taxes – Fund No. 202	359,147
Landscape Maintenance District – Fund No. 210	1,520,507
The Grove Park Maintenance District – Fund 211	123,040
Oakhurst Geological Hazard Abatement District – Fund No. 212	47,467
Street Light Assessment District – Fund No. 214	161,440
Stormwater Assessment – Fund No. 216	187,660
High Street Bridge Assessment District – Fund No. 217	1,454
Measure “J” Fund – Fund No. 220	385,772
Lydia Lane Sewer Assessment District – Fund No. 222	18,214
Oak Street Sewer Assessment District – Fund No. 223	11,755
Restricted Grants – Fund No. 230	186,491
Diablo Estates at Clayton BAD – Fund No. 231	67,647
Development Impact Fees – Fund No. 304	48,330
Middle School CFD – Fund No. 420	440,972
Middle School Refunding – Fund 422	420,075
Self Insurance Fund – Fund No. 501	6,300
Capital Equipment Replacement Fund – Fund No. 502	130,000
Endeavor Hall – Fund No. 702	33,270
Successor Agency (Former RDA) – Fund No. 615	867,351
Successor Housing Agency – Fund No. 616	39,855
<b>TOTAL APPROPRIATIONS:</b>	<b>\$ 10,381,292 ; and</b>

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

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

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

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

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

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

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

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

  
Tuija Catalano, Mayor

ATTEST:

  
Janet Calderon, City Clerk

## City of Clayton Appropriations Limit FY 2019-20

**FY 2018-19 Appropriations Limit:** **\$ 10,965,766**

A. Change in California Per Capita Cost of Living  
(Converted to a Ratio) 1.03850

B. Greater of the Change in Population (Converted to a Ratio)  
(Converted to a Ratio)

City of Clayton (0.19%)	1.00190	
County of Contra Costa (0.70%)	1.00700	1.00700

Compound Adjustment Factor (A multiplied by B)	1.04577
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**FY 2019-20 Appropriations Limit:** **11,467,664**

**Estimated Appropriations Subject to Limit:** **4,920,352**  
**42.9%**

**Available Annual Tax Gap:** **\$ 6,547,312**

## City of Clayton - Employee Compensation Schedule

### Fiscal Year 2019-20

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

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

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# **BUDGET MESSAGE**

## **2019-20**

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## **BUDGET SUMMARY**

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

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

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

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

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

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

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**GENERAL FUND REVENUES**

**FY 2018-19 Revenue Projections**

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

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

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

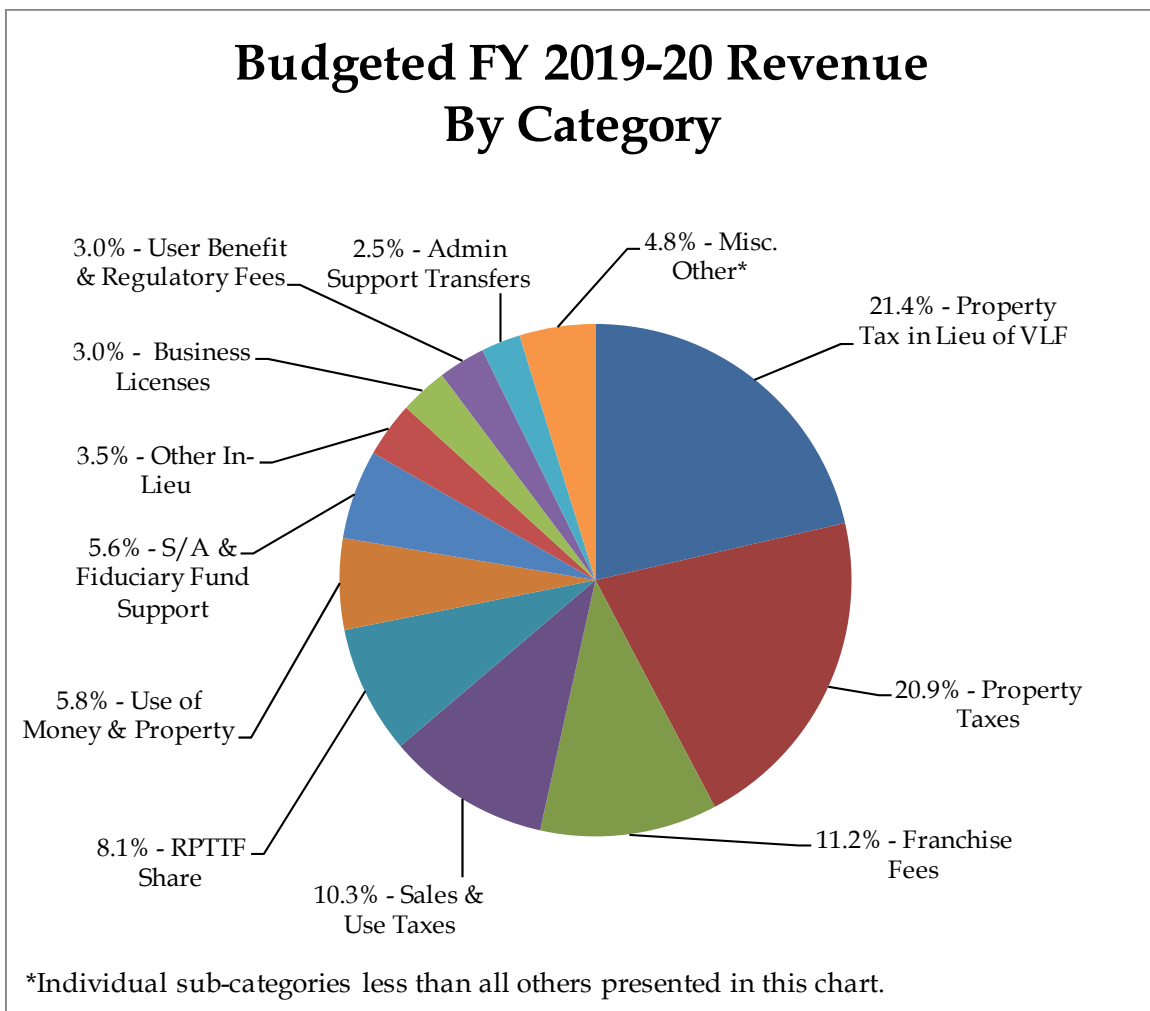
**City of Clayton  
Budget Message  
General Fund Revenues**

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

**FY 2019-20 Revenue Projections**

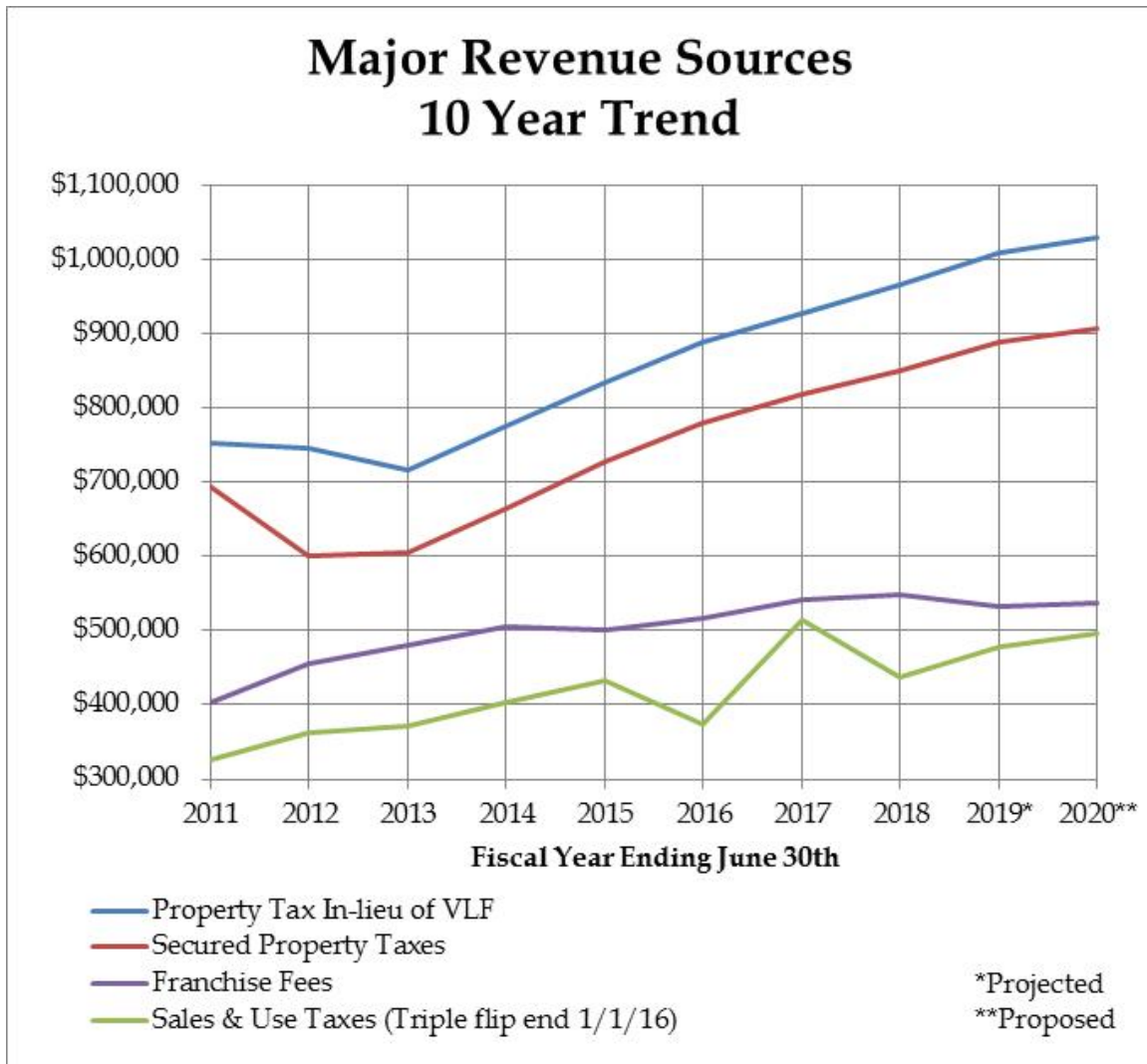
The FY 2019-20 proposed budget estimates total General Fund revenues of **\$4,814,200**. This is an increase of **2.67%** over the prior year adopted budget. This growth projection is supported by actual FY 2018-19 operational revenue results to-date and is reflective of current statistics suggesting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



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

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



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

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

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

Property Tax in Lieu of Vehicle License Fees

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

Local Secured Ad Valorem Property Taxes

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

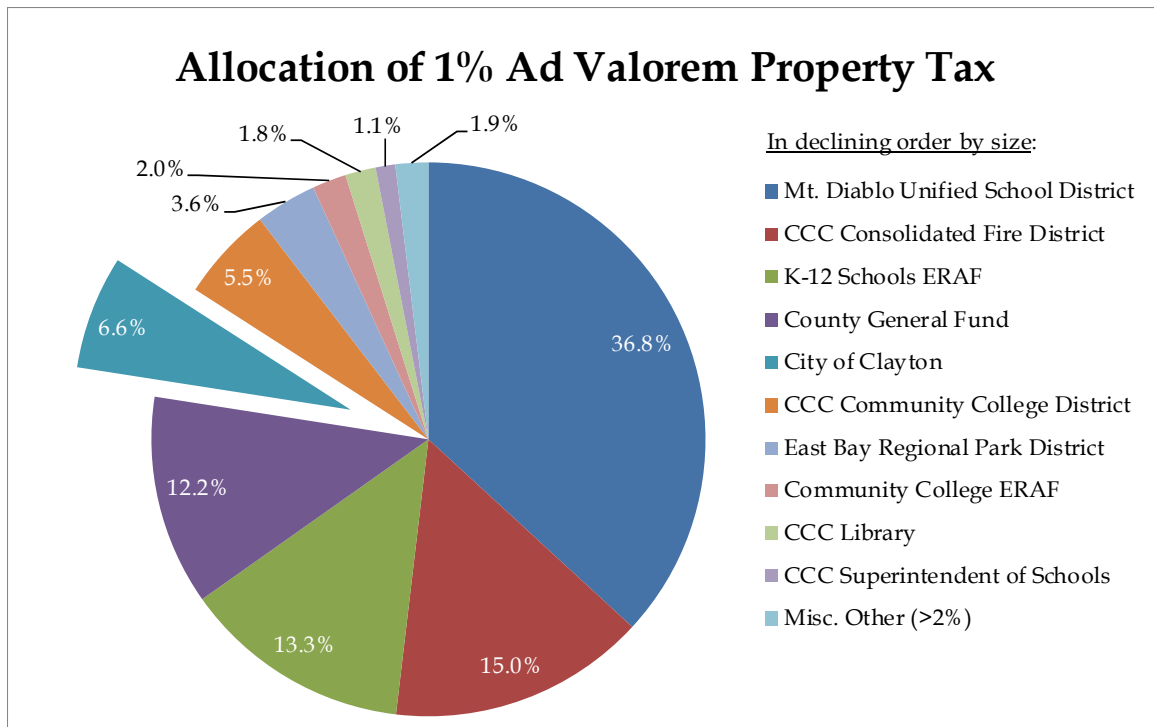
The City of Clayton has ten (10) such TRAs, with the largest TRA by current assessed value returning only 6.63% of the full one percent tax back to the General Fund. Comparatively, the City is considered a "low property tax city" stemming from the original implementation of Proposition 13 in 1978. For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

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

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



**Franchise Fees**

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

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

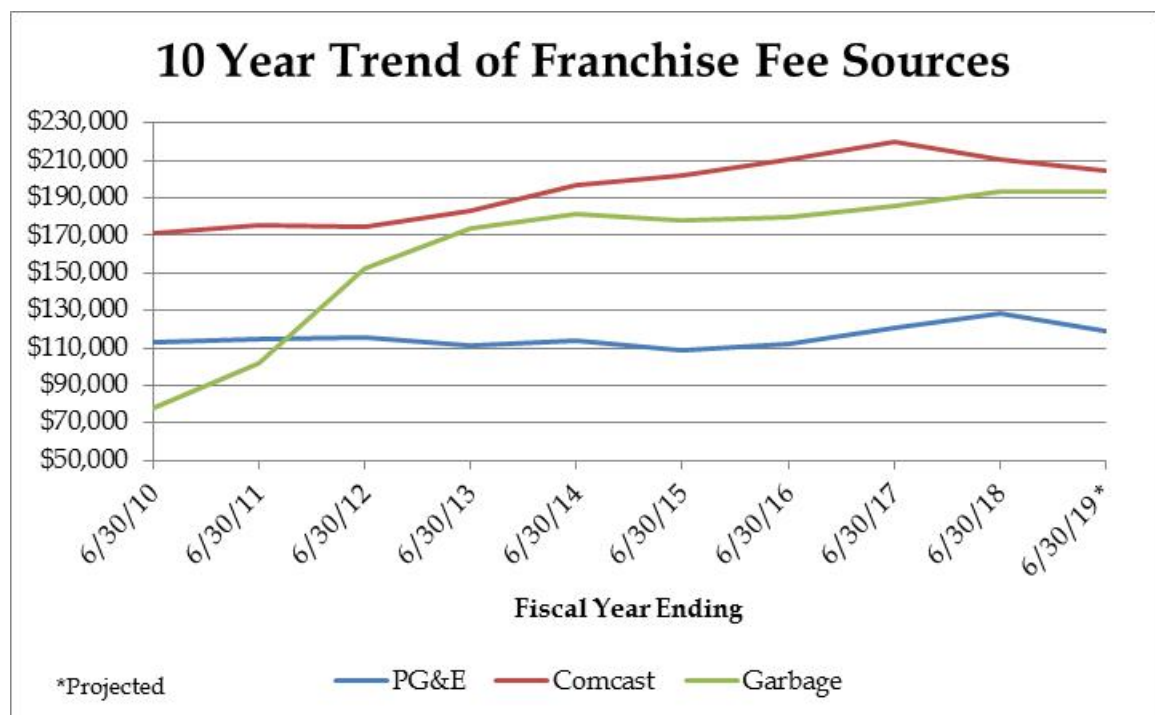
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Comcast franchise fee revenues expecting to fall short of the budget by \$16,200 (7.3%), which is the most significant year-to-year decrease in at least ten years. Again, this reduction is due to consumer migration to alternative cable-less options.

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

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

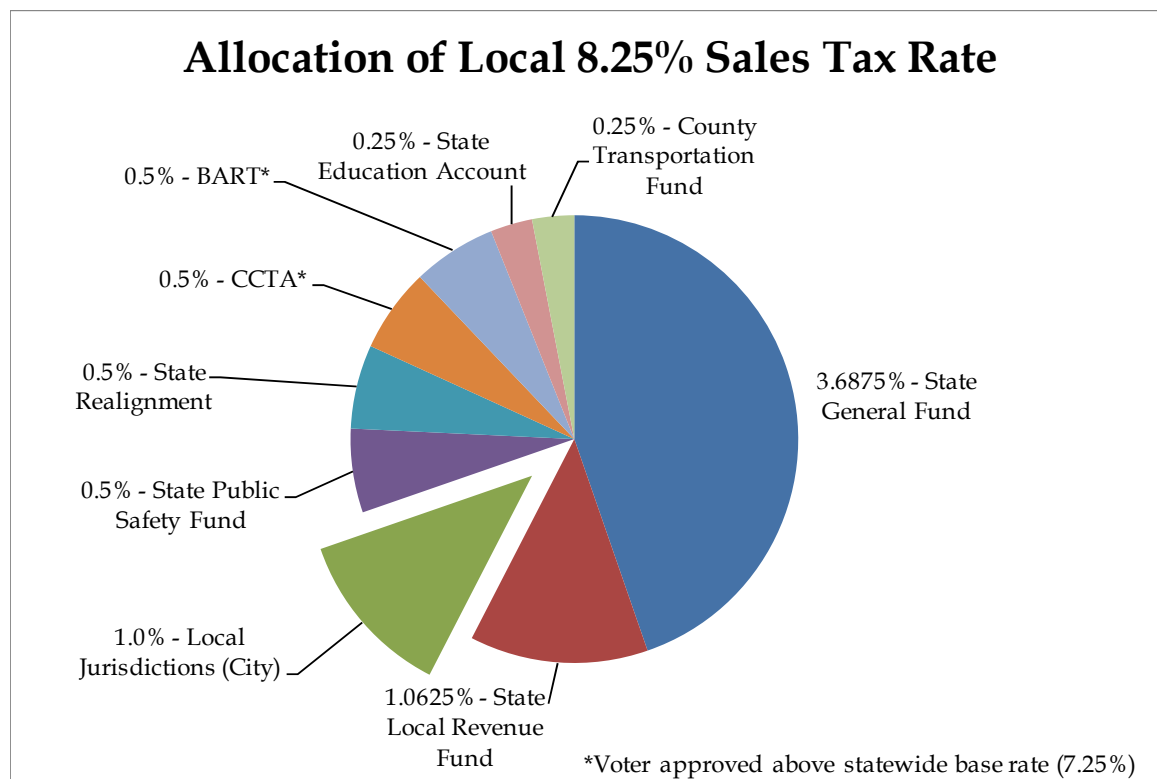


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**Sales & Use Taxes**

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



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

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

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

Redevelopment Property Tax Trust Fund Revenue

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

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

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

Fiduciary Funds Administrative Service Charges

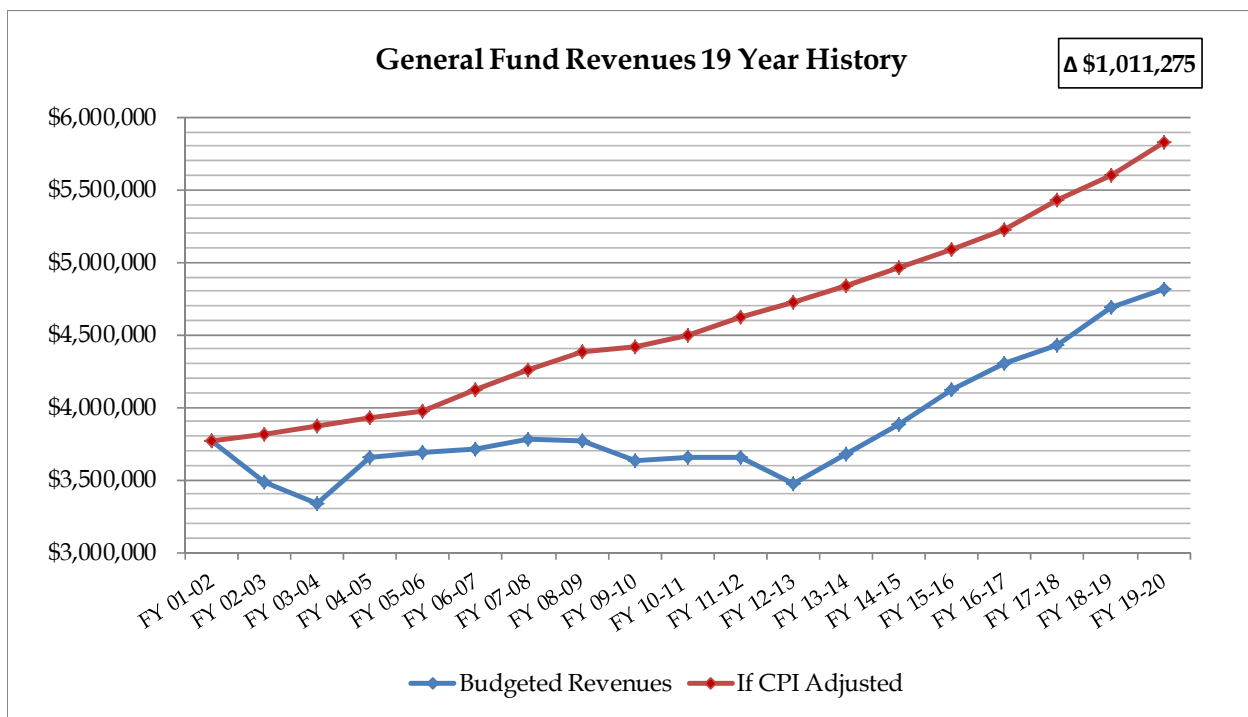
The sixth largest revenue source making up 5.6% of General Fund budgeted revenues for FY 2019-20 is derived from administrative support charges from the Successor Agency and other fiduciary funds of the City. Since the creation of the Successor Agency in 2012, the City has received \$250,000 on an annual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

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

## City of Clayton Budget Message General Fund Revenues

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

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



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**GENERAL FUND EXPENDITURES**

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

**FY 2018-19 Expenditure Projections**

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

**FY 2019-20 Proposed Appropriations**

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

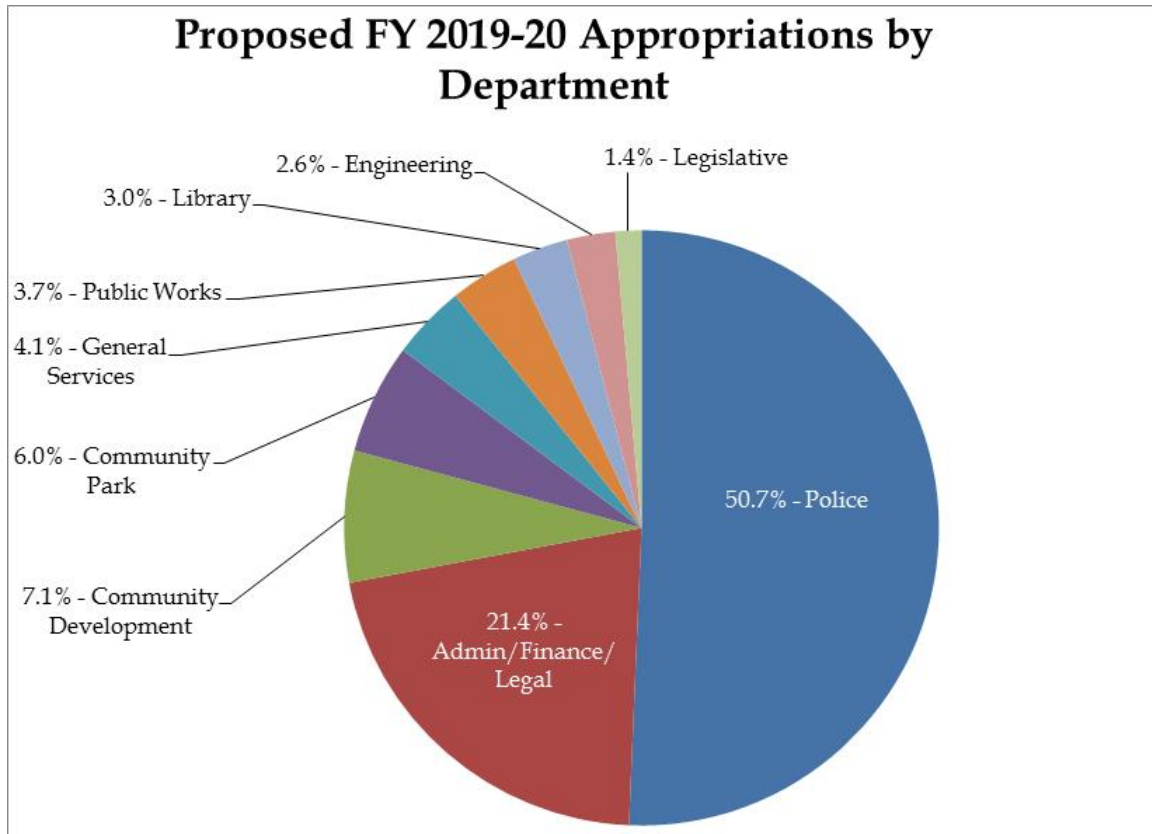
GENERAL FUND DEPARTMENTAL ADOPTED BUDGETS			
DEPARTMENT	FY 2019-20	FY 2018-19	% CHANGE
LEGISLATIVE	\$ 67,290	\$ 75,820	-11.25%
ADMIN / FINANCE / LEGAL	1,019,940	1,027,820	-0.77%
PUBLIC WORKS	176,820	168,510	4.93%
COMMUNITY DEVELOPMENT	341,340	325,840	4.76%
GENERAL SERVICES	193,900	193,360	0.28%
POLICE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

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

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



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

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

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

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

Legislative Department (No. 01)

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

Admin / Finance / Legal Department (No. 02)

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

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

Public Works Department (No. 03)

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

Community Development Department (No. 04)

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

General Services Department (No. 05)

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

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

Police Department (No. 06)

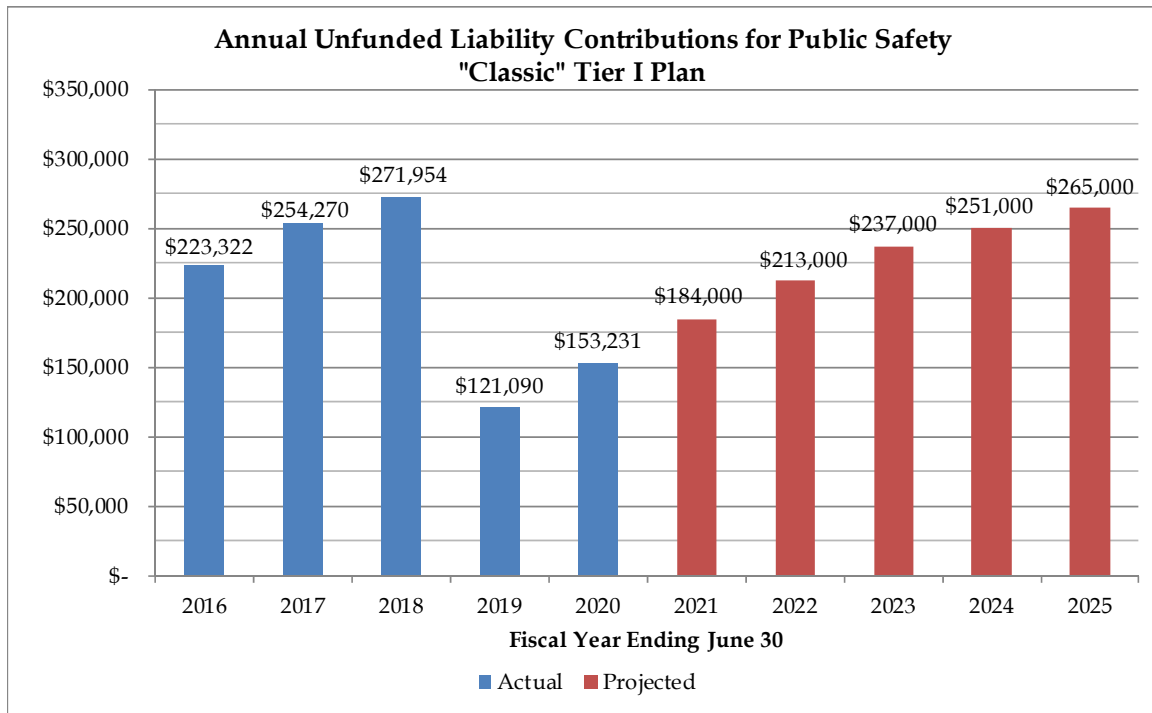
This is by far the largest General Fund department making up 50.7% of proposed General Fund budgeted expenditures. Services funded by the Police Department include, but are not limited to: traffic enforcement, vehicle collision investigation, crime investigation, animal control (contract), dispatch services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

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

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

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

**Library Department (No. 07)**

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

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Engineering Department (No. 08)

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

Clayton Community Park Department (No. 09)

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

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**GENERAL FUND RESERVES**

**FY 2018-19 Projected Operational Excess**

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

**General Fund Reserve Earmarks Authorized by the City Council**

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

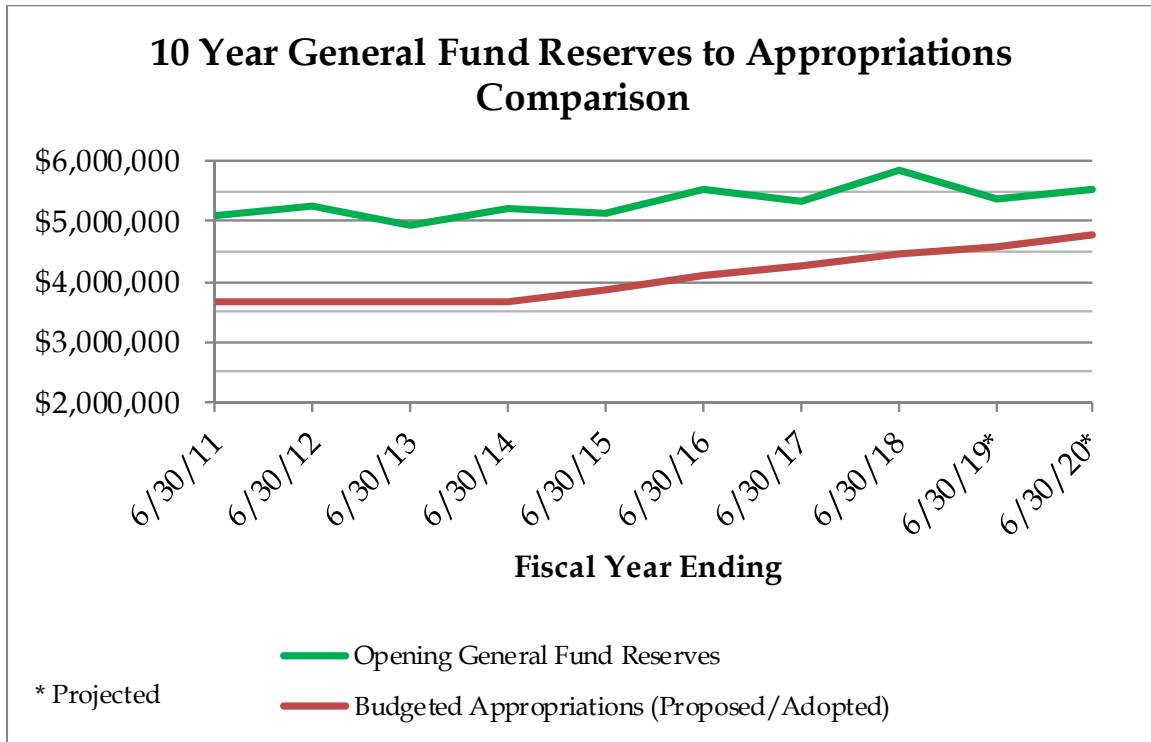
With the General Fund shouldering the bulk of public services to our community and for the operations of the municipality, it is often difficult if not impossible to address larger fiscal needs into the annual budget while maintaining the City Council's policy of producing an annually-balanced budget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

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

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



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

Earmark of FY 2014-15 General Fund Annual Excess

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

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

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

**Earmark of FY 2015-16 General Fund Annual Excess**

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

**Earmark of FY 2016-17 General Fund Annual Excess**

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

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

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Earmark of FY 2017-18 General Fund Annual Excess

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

**FY 2019-20 General Fund Reserves Status**

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

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**SPECIAL REVENUE FUNDS**

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

**A. HUTA Gas Tax Fund – No. 201**

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

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

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

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

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

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

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

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

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

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

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

**B. RMRA Gas Tax Fund – No. 202**

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

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

- A 12¢ per gallon increase to the gasoline excise tax effective November 1, 2017.
- A 12¢ per gallon increase to the diesel fuel excise tax effective November 1, 2017, half of which is allocated to the Trade Corridors Enhancement Account with the remaining half to the RMRA.
- A new vehicle registration tax called the "transportation improvement fee," effective January 1, 2018, based on vehicle market value.
- An additional new \$100 vehicle registration tax on zero emission vehicles model year 2020 and later effective July 1, 2020.
- Annual rate increases to these taxes beginning July 1, 2020 (July 1, 2021 for the ZEV fee), and every July 1<sup>st</sup> 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

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

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

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

**C. Citywide Landscape Maintenance District - Fund No. 210**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**D. The Grove Park Fund – No. 211**

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

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

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

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

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

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

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

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

***E. Oakhurst Geological Hazard Abatement District – Fund No. 212***

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

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

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

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

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

**F. Presley GHAD Settlement Fund – No. 213**

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

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

***G. Neighborhood Street Light Fund – No. 214***

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

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

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

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

**H. Stormwater Fund – No. 216**

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

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

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

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

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

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

The GI mandate has two main elements to be implemented:

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

The Green Infrastructure Plan requirements and deadlines are:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**I. Measure J Fund – No. 220**

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

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

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

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

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

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

**J. Restricted Grants Fund – No. 230**

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

**1. SLESF Grant Program**

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

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

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

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

**2. Other Grant Funds**

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

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

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

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

***K. Development Impact Fees Fund - No. 304***

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

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

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

**L. Successor Housing Agency – Fund No. 616**

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

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

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

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

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

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**PROPRIETARY FUNDS**

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

**A. Self-Insurance Fund – No. 501**

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

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

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**B. Capital Equipment Replacement Fund – No. 502**

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

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

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

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

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

***C. Pension Rate Stabilization Fund– No. 503***

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

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

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

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

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

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

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

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

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

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

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

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

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**FIDUCIARY FUNDS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**F. Clayton Financing Authority – Fund No. 405**

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

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

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\$800,815 to a commercial developer (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 are currently included in the FY 2019-20 CFA proposed budget. After projected interest earnings of \$10,000, it is anticipated this fund will close FY 2019-20 with a positive reserve balance of **\$570,340**.

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

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

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

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

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

**H. CFA 2007 Refunding Bonds Agency Fund – Fund No. 422**

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

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

**I. Successor Agency – Fund No. 615**

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

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

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

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

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**CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET**

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

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

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

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

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

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

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

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

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

2. ADA Compliance Program (CIP 10394A)

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

Projected Expenditures in FY 2018-19: **None**

3. Utility Undergrounding Project (CIP 10397)

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

Projected Expenditures in FY 2018-19: **None**

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

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

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

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

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

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

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

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6. 2018 Neighborhood Street Rehabilitation (CIP 10436)

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

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

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

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

Projected Expenditures in FY 2018-19: **None**

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

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

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

Projected Expenditures in FY 2018-19: **None**

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

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

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

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10. City Hall HVAC Replacement Project (CIP 10444)

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

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

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

11. Oak Street Bungalow Demolition (CIP 10445)

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

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

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

**FY 2019-20 Capital Improvement Program Proposed Budget**

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

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

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

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

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

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

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

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

2. ADA Compliance Program (CIP 10394A)

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

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

3. Utility Undergrounding Project (CIP 10397)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Downtown Pedestrian Improvement (CIP No. 10450)

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

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

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

**12. Green Infrastructure (CIP No. 10451)**

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

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

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**PUBLIC EMPLOYEES RETIREMENT PENSION SYSTEM**

**A Brief History**

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

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

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

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

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

**Various Pension Plan Groups and Composition**

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

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

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

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

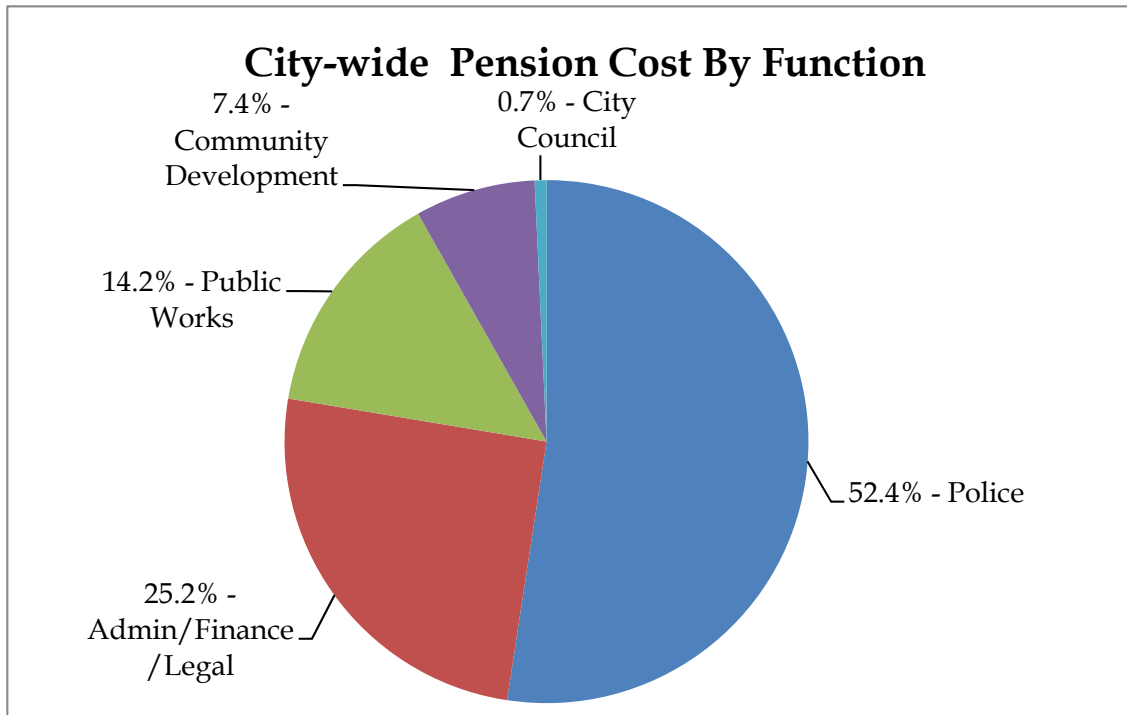
Commencing FY 2018-19, as part of the latest and current three (3) year labor agreement with the POA, Tier I Public Safety members of the POA were required to help contribute towards the escalating normal cost employer rate. These member paid employer contribution sharing rates were 0.5%, 1.25%, and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

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

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



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

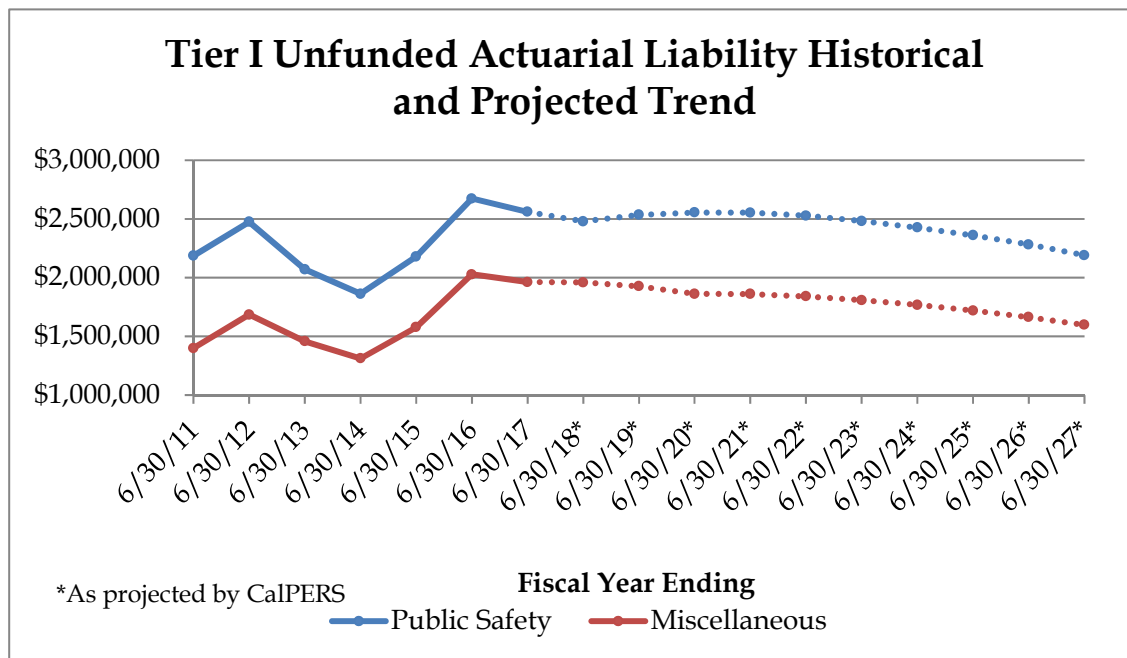
**Status of the City's Unfunded Actuarial Liability**

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

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



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

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

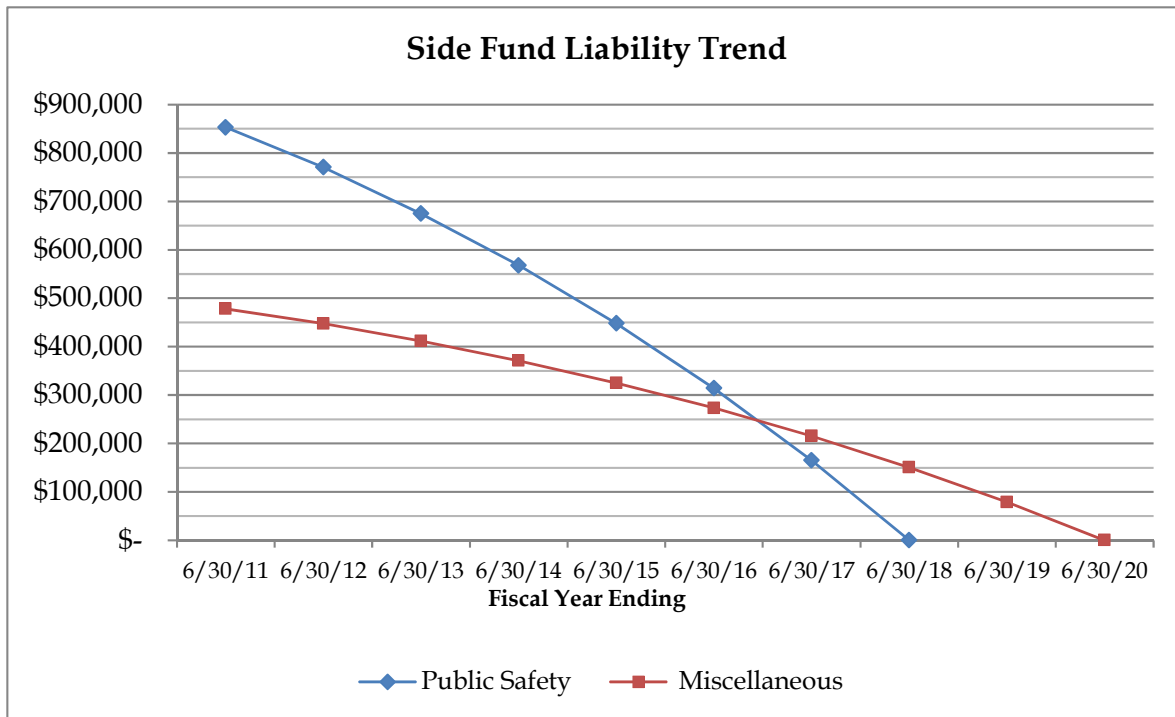
**City of Clayton  
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smooth the volatility these annual conditions can have on employer pension contribution requirements. Consequently, the latest actuarial reports project employer UAL pension contributions for the two “Classic” Tier I plans to gradually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

**Status of the City’s Side Fund UALs**

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



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**Impacts of Statutory Pension Reform – Short and Long-term**

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

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

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

\*Excludes negotiated member-paid employer contribution portions.

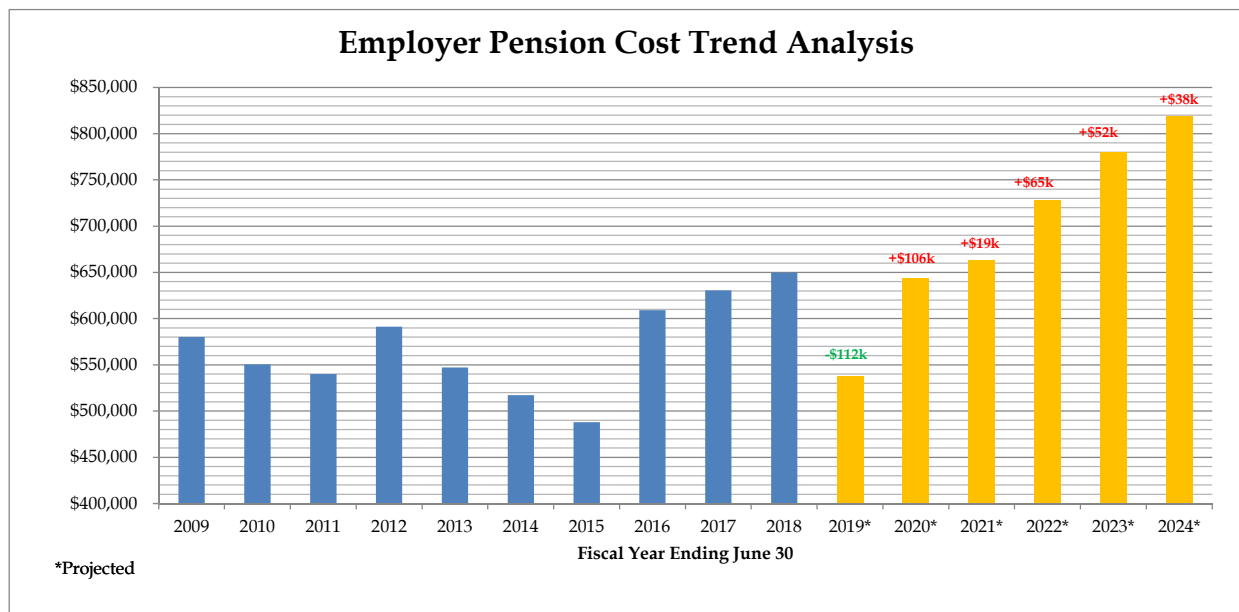
\*\*Excludes employer-paid member contribution (EPMC) of 7.0%.

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

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



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

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

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

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**Budget Message**  
**Public Employees Retirement Pension System**

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

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

**Summary of Pension Analysis**

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

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# **BUDGET SCHEDULES**

## **2019-20**

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# **General Fund Revenues 2019-20**

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

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

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# **General Fund Expenditures 2019-20**

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

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

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

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected Actual	2019-20 Adopted Budget
7411	Legal Services Retainer	99,920	104,450	102,000	102,000
7412	Engineering Inspection	239	500	500	500
7413	Special Legal Services	18,546	11,500	19,500	16,000
7414	Auditing Services	23,995	24,300	24,560	25,200
7415	Computer Services	12,409	18,200	18,200	22,700
7417	Janitorial Services	52,503	54,600	54,200	55,000
7419	Other Prof. Services	25,730	30,500	34,400	31,200
7420	Merchant Fees	3,864	4,300	4,440	4,700
7423	Extra & Sunday Operating Hours	7,963	13,000	10,000	11,000
7424	Dispatch Services	241,074	265,800	265,800	279,100
7425	Lab Fees	8,768	25,000	9,000	20,000
7426	Jail Booking Fee	-	5,500	5,500	5,500
7427	Cal ID Services	11,618	13,000	12,200	13,000
7429	Animal Control Services	72,931	84,750	80,050	86,200
7433	Integrated Justice System (ACCJIN-ARIES)	10,980	12,200	11,600	12,200
7435	Contract Seasonal Labor	-	30,000	12,000	18,000
7440	Tree Trimming Services	1,560	11,000	10,000	10,000
7486	CERF Charges/Depreciation	55,000	62,000	62,000	70,000

<b>Total Operational Expenditures</b>	<b>4,301,836</b>	<b>4,587,220</b>	<b>4,510,285</b>	<b>4,774,450</b>
<b>Total Revenues</b>	<b>4,483,336</b>	<b>4,689,190</b>	<b>4,705,925</b>	<b>4,814,200</b>
<b>Operational Excess</b>	<b>181,500</b>	<b>101,970</b>	<b>195,640</b>	<b>39,750</b>

**Non-Operational Expenditures Summary**

City Council Allocation of FY 2014-15 Excess	149,631	53,337	14,062	36,393
City Council Allocation of FY 2015-16 Excess	195,072	-	-	-
City Council Allocation of FY 2016-17 Excess	87,607	218,735	136,961	50,000
City Council Allocation of FY 2017-18 Excess	-	-	100,000	-

<b>Net Increase/(Decrease) in Fund Balance</b>	<b>(250,810)</b>	<b>(170,102)</b>	<b>(55,383)</b>	<b>(46,643)</b>
<b>Beginning Fund Balance</b>	<b>5,917,281</b>	<b>5,666,471</b>	<b>5,666,471</b>	<b>5,611,088</b>
<b>Ending Fund Balance</b>	<b>5,666,471</b>	<b>5,496,369</b>	<b>5,611,088</b>	<b>5,564,445</b>

## City Council Department 01

### Department Description

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

### Services funded:

- Hold regular, twice monthly City Council meetings on Tuesday evenings, and special meetings on an as-needed basis; includes closed sessions as permitted by law.
- Set policy goals and objectives for all City service functions.
- Members serve on various ad-hoc subcommittees and inter-governmental boards to represent the community on critical local and regional issues.
- Appoint citizens to City boards and commissions, and advisory committees.
- Coordinate, attend and participate in community events such as the 4<sup>th</sup> 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  
Adopted Budget 19-20

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

## **Administration/ Finance/ Legal Department 02**

### Department Description

#### ***City Manager***

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

#### Services funded:

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

## *Finance*

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

### Services funded:

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

## *City Attorney*

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

### Services funded:

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

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

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

## **Public Works**

### **Department 03**

#### Department Description

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

#### Services funded:

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

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

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

## Community Development Department 04

### Department Description

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

### Services funded:

#### *Long Range Planning and Special Studies Program*

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

#### *Development and Design Review Program*

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

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

*Ordinance Information and Code Enforcement Program*

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

*Housing Program*

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

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

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

## **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  
Adopted Budget 19-20

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

## **Police Department Department 06**

### Department Description

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

### Services funded:

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

City of Clayton  
Police Department 06  
Adopted Budget 19-20

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

## **Library**

### **Department 07**

#### Department Description

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

#### Services funded:

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

City of Clayton  
Library Department 07  
Adopted Budget 19-20

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

## **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  
Adopted Budget 19-20

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

## **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  
Adopted Budget 19-20

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

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# **Special Revenue Funds 2019-20**

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

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

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

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

City of Clayton

Landscape Maintenance District Fund 210 (CFD 2007-1)

Adopted Budget 19-20

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

## City of Clayton

## The Grove Park Fund 211 (CFD 2006-1)

## Adopted Budget 19-20

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

Ending Fund Balance Includes:

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

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

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

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

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

City of Clayton

Neighborhood Street Light Assessment District Fund 214

Adopted Budget 19-20

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

City of Clayton  
Stormwater Fund 216  
Adopted Budget 19-20

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

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

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

**Fund Balance Restricted for:**

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

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

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

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

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

City of Clayton

Successor Housing Agency Fund 616

Adopted Budget 19-20

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Adopted Budget
7411	Professional Services Retainer (Legal)	-	500	-	-
7413	Special Legal Services	2,389	10,000	5,000	10,000
7419	Other Professional Services	1,089	47,855	20,000	27,855
7420	Administrative Costs	120	-	-	2,000
<b>Total Expenditures</b>		<b>3,598</b>	<b>58,355</b>	<b>25,000</b>	<b>39,855</b>
4110	Program Revenues (Loan Repayments)	91,400	96,400	96,400	101,400
5601	Interest	15,101	10,000	20,000	20,000
5606	Unrealized Inv. Gain/Loss	235,431	-	-	-
<b>Total Revenue</b>		<b>341,932</b>	<b>106,400</b>	<b>116,400</b>	<b>121,400</b>
<b>Increase (Decrease) in Fund Balance</b>		<b>338,334</b>	<b>48,045</b>	<b>91,400</b>	<b>81,545</b>
<b>Beginning Fund Balance</b>		<b>4,427,228</b>	<b>4,526,128</b>	<b>4,765,562</b>	<b>4,856,962</b>
<b>Ending Fund Balance</b>		<b>4,765,562</b>	<b>4,574,173</b>	<b>4,856,962</b>	<b>4,938,507</b>
<b><u>Ending Fund Balance Includes:</u></b>					
Non-spendable Reserve		3,796,045	3,400,062	3,796,045	3,796,045
Reserve Available for Appropriation		969,517	1,174,111	1,060,917	1,142,462
<b>Total Fund Balance</b>		<b>4,765,562</b>	<b>4,574,173</b>	<b>4,856,962</b>	<b>4,938,507</b>

# **Proprietary Funds**

## **2019-20**

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

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

City of Clayton  
CERF Fund 502  
Adopted Budget 19-20

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

Fixed Asset Purchases:

1504	Machinery, Vehicles & Equipment	69,835	100,000	100,703	130,000
<b>Total Other Outflows</b>		<b>69,835</b>	<b>100,000</b>	<b>100,703</b>	<b>130,000</b>

Net Position Composed of:

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

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

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

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

Account Number	Account Name	2017-18 Actual	2018-19 Adopted Budget	2018-19 Projected	2019-20 Adopted Budget
7111	Salaries/Regular	8,698	8,900	5,000	8,000
7113	Overtime	-	200	-	200
7116	Part-time salaries	1,242	2,000	1,800	2,000
7218	LTD/STD Insurance	92	110	100	100
7220	PERS Retirement - Normal Cost	974	1,060	600	800
7221	PERS Retirement - Unfunded Liability	1,053	1,200	700	1,100
7231	Workers Comp Insurance	408	410	421	400
7232	Unemployment Insurance	191	100	100	100
7233	FICA Taxes	153	130	100	110
7246	Benefit Insurance	1,753	1,830	1,100	1,500
7311	General Supplies	82	800	500	500
7332	Telecommunications	926	950	960	1,000
7335	Gas & Electric Serv.	2,856	3,410	3,170	3,500
7338	Water Service	1,357	1,590	1,570	1,700
7341	Buildings & Grounds Mtn	14,569	6,000	5,000	6,000
7343	Vehicle Maintenance	725	800	400	800
7344	Vehicle Gas, Oil, and Supplies	574	500	500	500
7346	HVAC Mtn & Repairs	1,038	1,500	1,500	1,500
7361	Advertising	223	500	-	500
7417	Janitorial Services	1,529	1,700	1,600	1,700
7429	Animal/Pest Control Services	1,200	1,300	1,200	1,260

<b>Total Expenses Before Depreciation</b>	<b>39,644</b>	<b>34,990</b>	<b>26,321</b>	<b>33,270</b>
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5607	Rental Income	27,890	30,000	28,000	30,000
5611	Reserve for Endeavor Hall	-	-	-	-

<b>Total Revenue</b>	<b>27,890</b>	<b>30,000</b>	<b>28,000</b>	<b>30,000</b>
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<b>Increase (Decrease) in Net Position Before Depreciation</b>	<b>(11,754)</b>	<b>(4,990)</b>	<b>1,679</b>	<b>(3,270)</b>
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7390	Depreciation Expense	37,257	37,500	37,500	37,500
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<b>(Decrease) in Net Position After Depreciation</b>	<b>(49,011)</b>	<b>(42,490)</b>	<b>(35,821)</b>	<b>(40,770)</b>
<b>Beginning Net Position</b>	<b>1,120,552</b>	<b>1,075,490</b>	<b>1,071,541</b>	<b>1,035,720</b>
<b>Ending Net Position</b>	<b>1,071,541</b>	<b>1,033,000</b>	<b>1,035,720</b>	<b>994,950</b>

Fixed Asset Purchases:

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

Net Position Composed of:

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

# **Fiduciary Funds**

## **2019-20**

City of Clayton

High Street Bridge Benefit Assessment District - Fund 217

Adopted Budget 19-20

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

**Fund Balance Includes:**

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

City of Clayton

Oak Street Bridge Benefit Assessment District - Fund 218

Adopted Budget 19-20

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

**Fund Balance Includes:**

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

City of Clayton

Lydia Lane Sewer Benefit Assessment District - Fund 222

Adopted Budget 19-20

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

**Fund Balance Includes:**

Bond Reserve Fund	12,901	12,813	12,500	12,500
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For financial reporting purposes, the Lydia Lane Sewer Assessment District Fund (No. 222) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton

Oak Street Sewer Benefit Assessment District - Fund 223

Adopted Budget 19-20

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

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

Adopted Budget 19-20

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

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

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

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

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  
Adopted Budget 19-20

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

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

City of Clayton

Clayton Financing Authority 2007 Middle School Refunding Bonds - Fund 422

Adopted Budget 19-20

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

**Restricted Portion of Fund Balance Includes:**

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

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

City of Clayton

RDA Successor Agency Private Purpose Trust - Fund 615

Adopted Budget 19-20

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

**Restricted Portion of Fund Balance Includes:**

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

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**CAPITAL IMPROVEMENT  
PROGRAM BUDGET  
2019-20**

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2019/20 – 2023/24



# Capital Improvement Program

Presented to the City Council on  
May 21, 2019

## City Council

Tuija Catalano, Mayor

Julie K. Pierce, Vice Mayor

Jim Diaz

Jeff Wan

Carl "CW" Wolf

## Staff

Gary A. Napper, City Manager

Scott Alman, City Engineer

T. Kevin Mizuno, Finance Manager

Janet Calderon, City Clerk, HR Manager

David Woltering, Community Development Director (Interim)

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

\*Completed - no project sheet included

\*\*Deleted

Master Index of Projects by Number

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

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**  
 Budget by Funding Source - FY 2017/18

Source		Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	17/18 Funding Total	17/18 Actual Expenditures	Rollover Funding
Fund Balance as of 6/30/17			\$ 228,689	\$ -	\$ -	\$ 526,140	\$ 400,980	\$ 23,484	\$ -	\$ 579,148	\$ 84,471			
Actual Revenue in FY 17/18			281,737	51,602	-	-	298,457	30,717	374,672	143,200	347,085			
Actual non-CIP Expenses in FY 17/18			(155,974)	-	-	-	(31,214)	-	-	(36,717)	-			
Funds Available for CIP in FY 17/18			354,452	51,602	-	526,140	668,223	54,201	374,672	685,631	431,556			
#	Category Project													
10337A	Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A	GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10379	Streets Pine Hollow Road Upgrades	-	-	-	-	-	-	-	28,500	-	-	28,500	(29,610)	(1,110)
10393	Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A	Streets ADA Compliance Program	3,052	6,000	-	-	-	-	-	-	-	137	6,137	-	9,189
10395	Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other Downtown Economic Development	-	-	-	-	-	-	-	-	-	20,752	20,752	(4,836)	1,330,687
10419	Parks Community park Lighting, etc.	1,314,771	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other School Bridge Area Improvements	202,258	-	-	-	-	-	-	-	-	3,070	3,070	-	205,328
10422	Sewers El Molino Drive Sanitary Sewer Impr.	-	-	-	-	33,488	-	-	-	-	-	33,488	(33,488)	-
10423	Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-
10425	Streets Keller Ridge Collector Street Rehab	35	35,899	-	-	-	-	-	-	-	-	35,899	(35,934)	-
10436	Streets 2018 Neighborhood Street Project	(2,552)	-	-	-	-	38,117	-	-	-	-	38,117	(35,565)	-
10439	Streets El Portal Drive restoration Project	5,430	-	-	-	-	27,432	-	-	-	-	27,432	(32,862)	-
10440	Parks Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	50,620	50,620	-	50,620
10442	Parks North Valley Park Playground Rehab	-	-	-	-	-	-	-	-	142,000	25,850	167,850	(850)	167,000
10443	Facilities City Hall ADA Accessibility	-	-	-	-	-	-	-	-	19,000	16,477	35,477	(6,442)	29,035
10444	Facilities City HVAC Replacement	-	-	-	-	-	-	-	-	-	256,443	256,443	(229,858)	26,585
Subtotal - FYE 6/30/18			41,899	-	-	33,488	65,549	-	28,500	161,000	373,349	703,785	(409,445)	
Fund Balance as of June 30, 2018		\$ 1,522,994	\$ 312,553	\$ 51,602	\$ -	\$ 492,652	\$ 602,674	\$ 54,201	\$ 346,172	\$ 524,631	\$ 58,207			\$ 1,817,334

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**

Budget by Funding Source - FY 2018/19

	Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	18/19 Funding Total	18/19 Est. Expenditures	Rollover Funding
	Fund Balance as of 6/30/18		\$ 312,553	\$ 51,602	\$ -	\$ -	\$ -	\$ 492,652	\$ 54,201	\$ 346,172	\$ 524,631	\$ 58,207			
	Estimated Revenue thru FY 18/19		292,180	181,700	385,000	86,553	225,000	297,527	32,810	-	11,800	83,472			
	Estimated non-CIP Expenses in FY 18/19		(153,225)	-	-	-	-	(31,723)	-	-	-	(14,390)			
	Funds Available for CIP in FY 18/19		451,508	233,302	385,000	86,553	717,652	868,478	87,011	346,172	536,431	127,289			
<b>#</b>	<b>Category</b>	<b>Project</b>													
10337A	Facilities	Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD	Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A	GHAD	Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD	Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD	Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks	Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks	Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10379	Streets	Pine Hollow Road Upgrades	-	-	-	-	-	-	-	-	-	-	50,000	(48,890)	-
10393	Parks	Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A	Streets	ADA Compliance Program	6,000	-	-	-	-	-	-	-	-	87	6,087	-	15,276
10395	Streets	Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets	East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets	Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other	Downtown Economic Development	-	-	-	-	-	-	-	-	-	13,077	13,077	(57,524)	1,286,240
10419	Parks	Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other	School Bridge Area Improvements	-	-	-	-	-	-	-	-	-	1,935	1,935	-	207,263
10422	Sewers	El Molino Drive Sanitary Sewer Impr	-	-	-	-	207,652	-	-	-	-	-	207,652	(207,652)	-
10423	Facilities	Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-
10425	Streets	Keller Ridge Collector Street Rehab	171,553	-	385,000	25,775	-	241,443	-	-	-	-	823,771	(823,771)	-
10436	Streets	2018 Neighborhood Street Project	-	-	-	-	-	-	-	-	-	-	-	-	-
10439	Streets	El Portal Drive restoration Project	22,050	64,355	-	60,778	-	572,793	86,419	-	-	-	806,395	(806,395)	-
10440	Parks	Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	477	477	-	51,097
10442	Parks	North Valley Park Playground Rehab	50,620	-	-	-	-	-	-	-	-	1,575	1,575	-	168,575
10443	Facilities	City Hall ADA Accessibility	167,000	-	-	-	-	-	-	-	-	11,189	11,189	(40,224)	-
10444	Facilities	City Hall HVAC Replacement	29,035	-	-	-	-	-	-	-	-	132	132	(26,717)	-
10445	Facilities	City Hall Bungalow Demolition	26,585	-	-	-	-	-	-	-	-	55,000	55,000	(55,000)	-
	<b>Subtotal - FY 18/19</b>		<b>249,603</b>	<b>64,355</b>	<b>385,000</b>	<b>86,553</b>	<b>207,652</b>	<b>814,236</b>	<b>86,419</b>	<b>-</b>	<b>-</b>	<b>83,472</b>	<b>1,977,290</b>	<b>(2,066,173)</b>	
	<b>Fund Balance as of June 30, 2019</b>		<b>\$ 201,905</b>	<b>\$ 168,947</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 510,000</b>	<b>\$ 54,242</b>	<b>\$ 592</b>	<b>\$ 346,172</b>	<b>\$ 536,431</b>	<b>\$ 43,817</b>			<b>\$ 1,728,451</b>

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**

Budget by Funding Source - FY 2019/20

Source		Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	19/20 Funding Total	19/20 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/19			\$ 201,905	\$ 168,947	\$ -	\$ -	\$ 510,000	\$ 54,242	\$ 592	\$ 346,172	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 19/20			348,190	190,200	508,000	-	-	297,000	33,938	252,000	-	298,903			
Estimated non-CIP Expenses in FY 19/20			(193,560)	-	-	-	-	(36,830)	-	-	-	-			
Funds Available for CIP in FY 19/20			356,535	359,147	508,000	-	510,000	314,412	34,530	598,172	536,431	342,720			
<b>#</b>	<b>Category Project</b>														
10337A	Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A	GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379	Streets Pine Hollow Road Upgrades	-	-	359,147	308,000	-	-	-	-	346,172	-	-	1,013,319	(1,013,319)	-
10393	Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A	Streets ADA Compliance Program	15,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	21,276
10395	Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other Downtown Economic Development	1,286,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,283,240
10419	Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10422	Sewers El Molino Drive Sanitary Sewer Impr	-	-	-	-	-	510,000	-	-	-	-	-	510,000	(510,000)	-
10423	Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440	Parks Community Park - Field 1 Rehab	51,097	-	-	-	-	-	-	-	-	-	48,903	48,903	(100,000)	-
10442	Parks North Valley Park Playground Rehab	168,575	-	-	-	-	-	-	-	-	-	-	-	(168,575)	-
10446	Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	100,000	100,000	(100,000)	-
10447	Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	100,000	100,000	(100,000)	-
10448	Streets School Intersection Improvement	-	-	-	-	-	-	100,000	-	-	-	-	-	(100,000)	-
10449	Streets 2020 Neighborhood Streets Repave	-	350,535	-	-	-	-	214,412	34,530	-	-	-	599,477	(599,477)	-
10450	Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	252,000	-	-	252,000	(252,000)	-
10451	Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	50,000	50,000	(50,000)	-
<b>Subtotal - FY 19/20</b>			356,535	359,147	308,000	-	510,000	314,412	34,530	598,172	-	298,903	2,779,699	(2,996,371)	
<b>Fund Balance as of June 30, 2020</b>		\$ 1,728,451	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 536,431	\$ 43,817			\$ 1,511,779

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**

Budget by Funding Source - FY 2020/21

Source		Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	20/21 Funding Total	20/21 Est. Expenditures	Rollover Funding
Fund Balance as of 6/30/20															
Estimated Revenue thru FY 20/21			\$ 350,000	\$ 195,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ 536,431	\$ 43,817			
Estimated non-CIP Expenses in FY 20/21			(200,000)	-	-	-	-	(45,000)	-	-	-	-			
Funds Available for CIP in FY 20/21			150,000	195,000	200,000	-	-	250,000	32,000	-	536,431	43,817			
#	Category Project														
10337A	Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A	GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10393	Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A	Streets ADA Compliance Program	21,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	27,276
10395	Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other Downtown Economic Development	1,283,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,280,240
10419	Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423	Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440	Parks Community Park - Field 1 Rehab	51,097	-	-	-	-	-	-	-	-	-	-	-	-	51,097
10446	Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447	Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448	Streets School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449	Streets 2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450	Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451	Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - FY 20/21			6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	
Fund Balance as of June 30, 2021		\$ 1,562,876	\$ 144,000	\$ 195,000	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ 32,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,565,876

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**  
**Budget by Funding Source - FY 2021/22**

	Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	21/22 Funding Total	21/22 Est. Expenditures	Rollover Funding
	Fund Balance as of 6/30/21		\$ 144,000	\$ 195,000	\$ 200,000	\$ -	\$ -	\$ 250,000	\$ 32,000	\$ -	\$ 536,431	\$ 43,817			
	Estimated Revenue thru FY 21/22		350,000	200,000	-	-	-	300,000	32,000	-	-	-			
	Estimated non-CIP Expenses in FY 21/22		(200,000)	-	-	-	-	(50,000)	-	-	-	-			
	Funds Available for CIP in FY 21/22		294,000	395,000	200,000	-	-	500,000	64,000	-	536,431	43,817			
#	Category Project														
10337A	Facilities Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A	GHAD Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379	Streets Pine Hollow Road Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10393	Parks Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A	Streets ADA Compliance Program	27,276	6,000	-	-	-	-	-	-	-	-	-	6,000	-	33,276
10395	Streets Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other Downtown Economic Development	1,280,240	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,277,240
10419	Parks Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other School Bridge Area Improvements	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423	Facilities Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10440	Parks Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10446	Other Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447	Facilities Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448	Streets School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449	Streets 2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450	Streets Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451	Other Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal - FY 21/22		6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	
	Fund Balance as of June 30, 2022	\$ 1,514,779	\$ 288,000	\$ 395,000	\$ 200,000	\$ -	\$ -	\$ 500,000	\$ 64,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,517,779

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**  
 Budget by Funding Source - FY 2022/23

	Source	Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	22/23 Funding Total	22/23 Est. Expenditures	Rollover Funding
	Fund Balance as of 6/30/22		\$ 288,000	\$ 395,000	\$ 200,000	\$ -	\$ -	\$ 500,000	\$ 64,000	\$ -	\$ 536,431	\$ 43,817			
	Estimated Revenue thru FY 22/23		350,000	200,000	-	-	-	300,000	32,000	-	-	-			
	Estimated non-CIP Expenses in FY 22/23		(200,000)	-	-	-	-	(50,000)	-	-	-	-			
	Funds Available for CIP in FY 22/23		438,000	595,000	200,000	-	-	750,000	96,000	-	536,431	43,817			
#	Category	Project													
10337A	Facilities	Keller House Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD	Crow Debris Basin	-	-	-	-	-	-	-	-	-	-	-	-	-
10347A	GHAD	Eagle Peak Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD	Keller Ridge Drive Area Slope Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD	Community Park Slide Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks	Creek Revitalization	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks	Samuel Ct. Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10379	Streets	Pine Hollow Road Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-
10393	Parks	Skateboard Park	-	-	-	-	-	-	-	-	-	-	-	-	-
10394A	Streets	ADA Compliance Program	6,000	-	-	-	-	-	-	-	-	-	6,000	-	39,276
10395	Streets	Catch Basin Modifications	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets	East Marsh Creek Road Signal	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets	Utility Undergrounding	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other	Downtown Economic Development	-	-	-	-	-	-	-	-	-	-	-	(3,000)	1,274,240
10419	Parks	Community park Lighting, etc.	-	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other	School Bridge Area Improvements	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10423	Facilities	Library Upgrades	-	-	-	-	-	-	-	-	-	-	-	-	-
10440	Parks	Community Park - Field 1 Rehab	-	-	-	-	-	-	-	-	-	-	-	-	-
10446	Other	Oak/Grassland Savanna Management	-	-	-	-	-	-	-	-	-	-	-	-	-
10447	Facilities	Emergency Auxiliary Power	-	-	-	-	-	-	-	-	-	-	-	-	-
10448	Streets	School Intersection Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-
10449	Streets	2020 Neighborhood Streets Repave	-	-	-	-	-	-	-	-	-	-	-	-	-
10450	Streets	Downtown Pedestrian Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-
10451	Other	Green Infrastructure Plan	-	-	-	-	-	-	-	-	-	-	-	-	-
	Subtotal - FY 22/23		6,000	-	-	-	-	-	-	-	-	-	6,000	(3,000)	
	Fund Balance as of June 30, 2023		\$ 432,000	\$ 595,000	\$ 200,000	\$ -	\$ -	\$ 750,000	\$ 96,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,520,779

**CITY OF CLAYTON**  
**CAPITAL IMPROVEMENT PROGRAM FY 2019/20 to 2023/24**

Budget by Funding Source - FY 2023/24

Source		Unspent Prior Funding	HUTA Fund	RMRA Fund	Federal Grants	State Grants	Concord Sewer Fund	Measure J LSM	Measure J Co-op	Measure J Grant	Impact Fee Fund	Misc. Funding	23/24 Est. Expenditures	23/24 Funding Total	Rollover Funding
Fund Balance as of 6/30/23			\$ 432,000	\$ 595,000	\$ 200,000	\$ -	\$ -	\$ 750,000	\$ 96,000	\$ -	\$ 536,431	\$ 43,817			
Estimated Revenue thru FY 23/24			350,000	200,000	-	-	-	300,000	32,000	-	-	-			
Estimated non-CIP Expenses in FY 23/24			(200,000)	-	-	-	-	(50,000)	-	-	-	-			
Funds Available for CIP in FY 23/24			582,000	795,000	200,000	-	-	1,000,000	128,000	-	536,431	43,817			
<b>Category</b>															
<b>Project</b>															
10337 A	Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10343	GHAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10347 A	GHAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10348	GHAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10349	GHAD	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10370	Creeks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10375	Parks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10379	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10393	Parks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10394 A	Streets	39,276	6,000	-	-	-	-	-	-	-	-	-	-	6,000	45,276
10395	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10396	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10397	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10400	Other	1,274,240	-	-	-	-	-	-	-	-	-	-	(3,000)	-	1,271,240
10419	Parks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10420	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10423	Facilities	207,263	-	-	-	-	-	-	-	-	-	-	-	-	207,263
10440	Parks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10446	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10447	Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10448	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10449	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10450	Streets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10451	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal - FY 23/24</b>			6,000	-	-	-	-	-	-	-	-	-	(3,000)	6,000	
<b>Fund Balance as of June 30, 2024</b>		\$ 1,520,779	\$ 576,000	\$ 795,000	\$ 200,000	\$ -	\$ -	\$ 1,000,000	\$ 128,000	\$ -	\$ 536,431	\$ 43,817			\$ 1,523,779

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10337A	Keller House Rehabilitation

### DESCRIPTION - LOCATION

Rehabilitation of historical ranch home  
And grounds located across Mt. Diablo  
Creek from the library.



### COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$1,780,477	\$1,780,477
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL							\$1,780,477	\$1,780,477

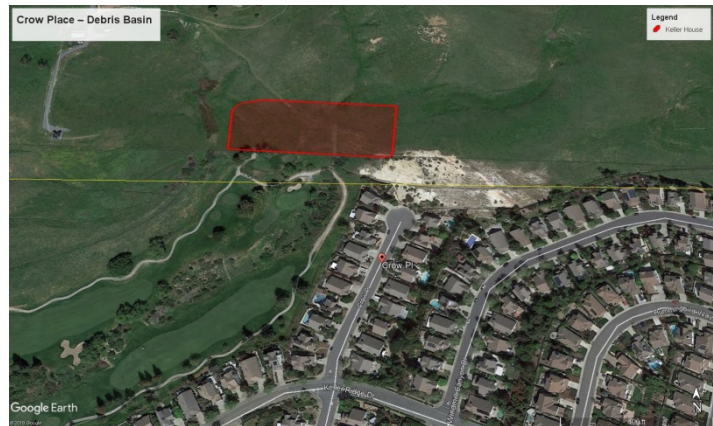
Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$1,780,477	\$1,780,477
TOTAL							\$1,780,477	\$1,780,477

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10343	Crow Place – Debris Basin

### DESCRIPTION - LOCATION

Clean out debris basin located in GHAD easement behind golf course and single-family lots.



### COMMENTS

Subject to approval of increased assessments.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$10,000	\$10,000
Construction/Execution							\$95,000	\$95,000
Monitoring/Inspections							\$5,000	\$5,000
Close-out/Punch List								
Other								
TOTAL							\$110,000	\$110,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$110,000	\$110,000
TOTAL							\$110,000	\$110,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10347A	Eagle Peak Slope Repair

### DESCRIPTION - LOCATION

Stabilize and/or repair large slope moving adjacent to single family houses and streets in Eagle Peak Subdivision.

### COMMENTS

Cost estimate per Soils Engineer.  
Dependent on GHAD assessment increase.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$70,000	\$70,000
Construction/Execution							\$1,140,000	\$1,140,000
Monitoring/Inspections							\$30,000	\$30,000
Close-out/Punch List							\$10,000	\$10,000
Other								
TOTAL							\$1,250,000	\$1,250,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$1,250,000	\$1,250,000
TOTAL							\$1,250,000	\$1,250,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10348	Keller Ridge Drive Area - Slope Repair

### DESCRIPTION - LOCATION

Stabilize and/or repair small slope pop-out adjacent to single-family homes.

### COMMENTS

Subject to approval of increased assessments.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$5,000	\$5,000
Construction/ Execution							\$50,000	\$5,000
Monitoring/ Inspections							\$5,000	\$50,000
Close-out/ Punch List								
Other								
TOTAL							\$60,000	\$60,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$60,000	\$60,000
TOTAL							\$60,000	\$60,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
GHAD	10349	Community Park - Landslide

### DESCRIPTION - LOCATION

Repair landslides that occurred above field #3 (uppermost field).

### COMMENTS

Subject to approval of increased assessments.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$7,000	\$7,000
Construction/ Execution							\$95,000	\$95,000
Monitoring/ Inspections							\$8,000	\$8,000
Close-out/ Punch List								
Other								
TOTAL							\$110,000	\$110,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$110,000	\$110,000
TOTAL							\$110,000	\$110,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Creeks	10370	Creek Revitalization

### DESCRIPTION - LOCATION

Clean out creeks, improve access to creek banks, reinforce creek banks and repair adjacent trails where needed, replace riparian vegetation.



### COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution							\$3,000,000	\$3,000,000
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL							\$3,000,000	\$3,000,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$3,000,000	\$3,000,000
TOTAL							\$3,000,000	\$3,000,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10375	Samuel Ct. Park

### DESCRIPTION - LOCATION

Install landscaping and irrigation improvements.

### COMMENTS



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$5,000	\$5,000
Construction/ Execution							\$75,000	\$75,000
Monitoring/ Inspections							\$5,000	\$5,000
Close-out/ Punch List								
Other								
TOTAL							\$85,000	\$85,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$85,000	\$85,000
TOTAL							\$85,000	\$85,000

## 2019/20-2023/24 Capital Improvement Program

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

### DESCRIPTION - LOCATION

Improve City entry on Pine Hollow Rd. with new painting, monument sign, etc.



### COMMENTS

ROW controlled by Concord and/or County. Joint Project possible, though not probable.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/ Design	\$78,500							\$78,500
Construction/ Execution		\$953,319						\$953,319
Monitoring/ Inspections		\$45,000						\$45,000
Close-out/ Punch List		\$15,000						\$15,000
Other								
TOTAL	\$78,500	\$1,013,319						\$1,091,819

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Measure J Grant	\$28,500	\$346,172						\$375,000
Gas Tax (RMRA)		\$359,147						\$189,883
OBAG II (Federal)		\$308,000						\$308,000
HUTA Gas Tax	\$50,000							
TOTAL	\$78,500	\$1,013,319						\$1,091,819

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10393	Skateboard Park

### DESCRIPTION - LOCATION

Construct Skateboard Park at an as yet  
Undetermined location.

### COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$45,000	\$45,000
Construction/ Execution							\$660,000	\$660,000
Monitoring/ Inspections								
Close-out/ Punch List								
TOTAL							\$750,000	\$750,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$750,000	\$750,000
TOTAL							\$750,000	\$750,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10394A	ADA Compliance Program

### DESCRIPTION - LOCATION

ADA Compliance City-wide.

### COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$500,000	\$500,000
Monitoring/ Inspections								
Close-out/ Punch List								
TOTAL							\$500,000	\$500,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
HUTA Gas Tax	\$15,276	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		\$45,276
Unfunded							\$454,724	\$454,724
TOTAL	\$15,276	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$454,724	\$500,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10395	Catch Basin Modifications

### DESCRIPTION - LOCATION

Add cross-bar to openings

### COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$100,000	\$100,000
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL							\$100,000	\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded								\$100,000
TOTAL								\$100,000

## 2019/20-2023/24 Capital Improvement Program

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

### DESCRIPTION - LOCATION

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

### COMMENTS

Project postponed by Council action.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$45,000	\$45,000
Construction/ Execution							\$350,000	\$350,000
Monitoring/ Inspections							\$35,000	\$35,000
Close-out/ Punch List								
Utility Relocation							\$80,000	\$80,000
Other								
TOTAL							\$510,000	\$510,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$510,000	\$510,000
TOTAL							\$510,000	\$510,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10397	Utility Undergrounding

### DESCRIPTION - LOCATION

Underground overhead utility lines at as  
Yet undetermined locations.

### COMMENTS

Funds are allocated to the City's Rule 20Aa  
account annually but held by PG&E until  
project is approved by the City Council and  
commences.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution							\$3,000,000	\$3,000,000
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL							\$3,000,000	\$3,000,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
PG&E Rule 20A	\$463,852	\$20,500	\$20,500	\$20,500	\$20,500	\$20,500		\$566,352
Unfunded							\$2,433,648	\$2,433,648
TOTAL	\$463,852	\$20,500	\$20,500	\$20,500	\$20,500	\$20,500	\$2,433,648	\$3,000,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Other	10400	Downtown Economic Development

### DESCRIPTION - LOCATION

Provide funding for improving the economic viability of the downtown area.

### COMMENTS

Transferred \$1,040,843. To CIP 10400A in FY 12/13 to purchase a 1.67 AC parcel in Town Center. Parcel purchased from Clayton Community Church.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other							\$1,286,240	\$1,286,240
TOTAL							\$1,286,240	\$1,286,240

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
CIP Const. Fund	\$1,286,240							\$1,286,240
TOTAL	\$1,286,240							\$1,286,240

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10419	Community Park Lighting & Resurfacing

### DESCRIPTION - LOCATION

Install sports field lighting, remove and replace turf with synthetic surfacing at Clayton Community Park.



### COMMENTS

Cost estimates per Cost-Benefit Analysis Prepared by PMC and dated August 31, 2009.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List							\$4,084,000	\$4,084,000
Other								
TOTAL							\$4,084,000	\$4,084,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$4,084,000	\$4,084,000
TOTAL							\$4,084,000	\$4,084,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10420	School Bridge Area Improvements

### DESCRIPTION - LOCATION

Improve area at Mt. Diablo Elementary School Bridge and Mitchell Creek to enhance Town Center area.

### COMMENTS

Includes decorative wall, landscaping and Riparian vegetation restoration; funding transferred from CIP No. 10400, Downtown Economic Development.

*No design or construction currently scheduled.*

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design							\$20,000	\$20,000
Construction/ Execution							\$172,263	\$172,263
Monitoring/ Inspections							\$10,000	\$10,000
Close-out/ Punch List							\$5,000	\$5,000
TOTAL							\$207,263	\$207,263

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
CIP Const. Fund	\$207,263							\$207,263
TOTAL	\$207,263							\$207,263

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Streets	10422	El Molino Drive Sanitary Sewer Improvements

### DESCRIPTION - LOCATION

Construct modifications to existing sanitary sewer mains to prevent potential sewer overflows in areas adjacent to Mt. Diablo Creek.

### COMMENTS

Includes pipe enlargement and construction of a bypass line in El Molino Drive; funding from CIP 10400, Downtown Economic Development, returned as Concord has agreed to fund the bypass work (including preliminary design work) from annual sewer fees.



*Preliminary design costs totaling approximately \$64,000 to date (FY 2004-2009) were tracked in the Development Impact Fees fund (304), temporarily covered by a General Fund loan authorized by City Council in FY 2004-05.*

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design	\$225,000							\$80,000
Construction/Execution	\$50,000	\$450,000						\$660,000
Monitoring/Inspections		\$40,000						\$35,000
Close out/Punch List		\$20,000						\$10,000
<b>TOTAL</b>	<b>\$275,000</b>	<b>\$510,000</b>						<b>\$785,000</b>

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Concord Sewer Fund	\$275,000	\$510,000						\$785,000
<b>TOTAL</b>	<b>\$275,000</b>	<b>\$510,000</b>						<b>\$785,000</b>

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10423	Library Upgrades

### DESCRIPTION - LOCATION

Construct improvements to update Library including automatic checkout facilities, coffee/snack bar, etc.

### COMMENTS

Includes 3,500 sf building addition plus new equipment and furniture.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution							\$850,000	\$850,000
Monitoring/Inspections								
Close-out/Punch List								
Other							\$150,000	\$150,000
TOTAL							\$1,000,000	\$1,000,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded							\$1,000,000	\$1,000,000
TOTAL							\$1,000,000	\$1,000,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10440	Clayton Community Park Field No. 1 Restoration

### DESCRIPTION - LOCATION

Rehabilitation of lower baseball/softball field (field No. 1).

### COMMENTS

Council direction on funding and level of priority for next year still needed.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution		\$100,000						\$100,000
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Unfunded		\$48,903						\$48,903
Garbage Franchise Community Enhancement Fee	\$51,097							\$51,097
TOTAL	\$51,097	\$48,903						\$100,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Parks	10442	North Valley Park Playground Rehabilitation

### DESCRIPTION - LOCATION

Install new playground equipment, shade structures and play surface.



### COMMENTS

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/ Execution	\$168,575							\$168,575
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL	\$168,575							\$168,575

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Open Space DIF	\$142,000							\$142,000
CIP Interest earnings	\$23,800							\$23,800
Project Interest	\$2,775							\$2,775
TOTAL	\$168,575							\$168,575

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10446	Oak/Grassland Savanna Management

### DESCRIPTION - LOCATION

Management and enhancement of oak/ grassland savanna open space parcels citywide. These parcels provide wildfire protection for the City by creating a low-fuel buffer zone between open space and developed neighborhoods. These parcels require management to prevent noxious and invasive plants from invading and taking over the grassland savanna. Noxious and invasive plants provide higher fuel loading and deplete the buffer protecting developed neighborhoods.



### COMMENTS

We will seek Federal FEMA mitigation grant funding for this project.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$100,000						\$100,000
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
FEMA Grant		\$100,000						\$100,000
Total		\$100,000						\$100,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10447	Emergency/Auxiliary Power at City Hall Complex

### DESCRIPTION – LOCATION

Design and ultimately construct/install emergency/auxiliary power (generator) to the City Hall complex including City Hall, Corporation Yard and Library building allowing the City to remain functional during a power outage or disaster.



### COMMENTS

We will seek Federal FEMA mitigation grant funding for this project.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$100,000						\$100,000
Construction/ Execution								
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
<b>TOTAL</b>		\$100,000						\$100,000

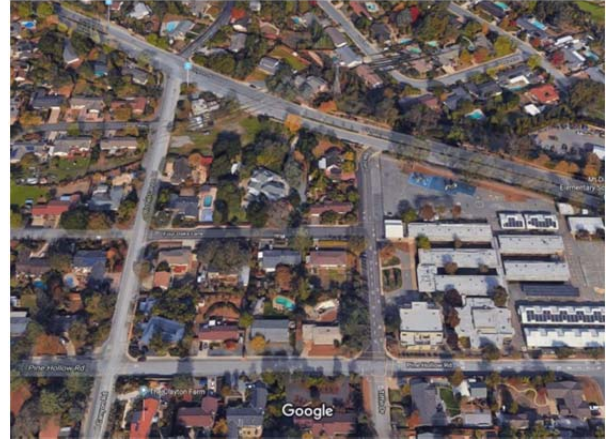
Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
FEMA Grant		\$100,000						\$100,000
<b>Total</b>		\$100,000						\$100,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10448	School Intersection Enhancement Project

### DESCRIPTION - LOCATION

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



### COMMENTS

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

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$50,000						\$50,000
Construction/Execution		\$50,000						\$50,000
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL		\$100,000						\$100,000

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Measure J LSM		\$100,000						\$100,000
TOTAL		\$100,000						\$100,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10449	2020 Neighborhood Streets Repave

### DESCRIPTION - LOCATION

Pavement resurfacing and treatment on various neighborhood streets throughout the City.



### COMMENTS

Priority is based on street assessment and PCI rating.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$20,000						\$20,000
Construction/Execution		\$549,477						\$549,477
Monitoring/Inspections		\$20,000						\$20,000
Close-out/Punch List		\$10,000						\$10,000
Other								
TOTAL		\$599,477						\$599,477

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
HUTA Gas Tax		\$350,535						\$350,535
Measure J LSM		\$214,412						\$214,412
Measure J Co-op		\$34,530						\$34,530
TOTAL		\$599,477						\$599,477

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10450	Downtown Pedestrian Improvement

### DESCRIPTION - LOCATION

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



### COMMENTS

City Council approved master co-op agreement with CCTA (10/17/17) for Measure J Transportation for Livable Communities (TLC) program funds.

Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design								
Construction/Execution								
Monitoring/Inspections								
Close-out/Punch List								
Other								
TOTAL								

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Measure J (TLC)		\$252,000						\$252,000
TOTAL		\$252,000						\$252,000

## 2019/20-2023/24 Capital Improvement Program

Category	Project Number	Project
Facilities	10451	Green Infrastructure Plan

### DESCRIPTION - LOCATION

Preparation of green infrastructure (GI)  
Plan identifying opportunity areas for the  
inclusion of GI projects.

### COMMENTS

Mandated in MRP 2.0 by SF Regional  
Water Quality Board. Report due  
October 2019.



Estimated Cost	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
Planning/Design		\$50,000						\$50,000
Construction/ Execution							TBD	TBD
Monitoring/ Inspections								
Close-out/ Punch List								
Other								
TOTAL		\$50,000					TBD	TBD

Funding (Sources)	Prior Yrs.	2019-20	2020-21	2021-22	2022-23	2023-24	Future	TOTAL
General Fund Excess		\$50,000						\$50,000
Unfunded							TBD	TBD
TOTAL		\$50,000					TBD	TBD