



**BUDGET AND AUDIT COMMITTEE  
REGULAR MEETING AGENDA**

**Monday, August, 12, 2024  
4:00 p.m.**

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

**Committee Members**

*Kim Trupiano, Vice Mayor*

*Jeff Wan, Councilmember*

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- 1. Call to Order and Roll Call**
- 2. Presentation from UBS on Advisory Investment Management (Interim City Manager)**
- 3. Library Refresh Proposal (Interim City Manager)**
  - a. Contra Costa County Library  
[\(View\)](#)
- 4. Third Floor Security Proposal (Interim City Manager)**  
[\(View\)](#)
- 5. Purchase of Lawn Mower (Assistant City Manager)**
- 6. Review Preliminary Draft of the Strategic Plan Objectives and Implementation Plan (Assistant City Manager)**
- 7. Future topics (Assistant City Manager):**
  - a. Potential spend down of reserves:
  - b. Prefund OPEB liability
  - c. 5 Year Capital Improvement Plan
  - d. Level of deferred maintenance
  - e. New Vehicles

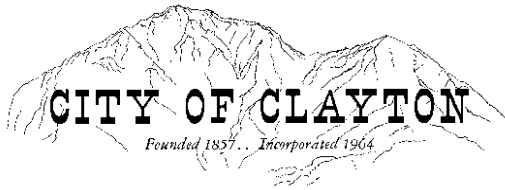
**8. Adjournment**

The next proposed meeting of the Budget and Audit Committee will be September 9, 2024.

## Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at [www.claytonca.gov](http://www.claytonca.gov)
- Any writings or documents provided to a majority of the Budget and Audit Committee after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at [www.claytonca.gov](http://www.claytonca.gov)
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.

Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Chair.



## STAFF REPORT

**TO: Budget and Audit Committee Members**

**FROM: Larry Theis, City Engineer**

**DATE: August 12, 2024**

**SUBJECT: Discussion of Proposed Library Renovations**

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### **RECOMMENDATION**

Discuss current status of potential library renovations in coordination with County Library Staff.

### **BACKGROUND**

The library building in Clayton is owned by the City and the library (operated by County staff) is a tenant of the building. In general, the County provides the overall service to the community and the library books and materials. The maintenance and replacement of furnishings and the building is the responsibility of the City, in conjunction with the Clayton Community Library Foundation (CCLF). This arrangement is typical of most cities within Contra Costa County.

### **DISCUSSION**

The former City Manager had preliminary discussions with the County Library staff in early 2024 about pursuing a refresh project for the library that would be centered around carpet replacement and painting of walls. The City would consider a project that would combine available Living Trust Grant funding (through County Measure X), fundraising with the CCLF, and a contribution from the City.

County Library Staff volunteered to fund the architectural services of Noll & Tam to prepare an initial study that would comprehensively evaluate the furniture and shelving and space upgrades that could be considered in conjunction/prior to a carpet replacement.

On July 2, 2024, the City Clerk and City Engineer met with County Librarian Alison McKee and Clayton Library Manager Geneva Moss to discuss the potential improvements to the library identified by Noll & Tam. This list of improvements were a comprehensive shopping list

developed without any specific budget identified and was estimated at \$1.37M. It was understood that this list was beyond the likely budget that the City could afford even with supplemental grant funding and fundraising. County Library staff agreed to help identify the prioritize the improvements. When an appropriate budget is identified then the highest priorities would be considered first and would be discussed with CCLF to reach consensus on their focus on fundraising in the community. See attached list of improvements.

### **FISCAL IMPACT**

The fiscal impact is yet to be determined. The desired improvements will influence the budget limit. The Living Grant Trust is a maximum of \$250,000 spread over multiple years. No discussions have been conducted with CCLF to date about the likely fundraising amount they can commit toward this renovation project.

The City's contribution will likely be from the General Fund and/or reserves. There are currently no funds allocated in the FY24-25 budget or CIP.

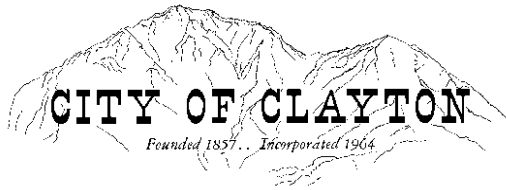
### **CEQA IMPACT**

None

### **ATTACHMENTS**

1. Library Improvement Estimate

AREAS OF WORK	CONSTRUCTION COSTS	Shopping List	SHOPPING LIST
<b>FINISHES - LIBRARY</b>			
1. CARPET - LIBRARY, FRIENDS BOOKSTORE AND STAFF	\$148,200	<input checked="" type="checkbox"/>	\$148,200
2. RESILIENT - STAFF	\$12,920	<input checked="" type="checkbox"/>	\$12,920
3. PAINT - THROUGHOUT	\$54,080	<input checked="" type="checkbox"/>	\$54,080
<b>FINISHES - COMMUNITY</b>			
4. CARPET - COMMUNITY	\$16,900	<input checked="" type="checkbox"/>	\$16,900
5. RESILIENT - COMMUNITY	\$3,400	<input checked="" type="checkbox"/>	\$3,400
6. PAINT - THROUGHOUT	\$10,200	<input checked="" type="checkbox"/>	\$10,200
<b>WALLS</b>			
7. GLASS WALL - QUIET READING	\$33,588	<input checked="" type="checkbox"/>	\$33,588
8. PONY WALL WITH GLASS ABOVE - TEEN	\$24,600	<input checked="" type="checkbox"/>	\$24,600
<b>MISC CONSTRUCTION</b>			
9. WINDOW SEATS - CHILDREN'S	\$8,085	<input checked="" type="checkbox"/>	\$8,085
10. RESOLVE BOOK DROP	\$6,000	<input checked="" type="checkbox"/>	\$6,000
11. DOOR AT STAFF RESTROOM	\$5,000	<input checked="" type="checkbox"/>	\$5,000
<b>SUBTOTAL</b>	<b>\$322,973</b>		<b>\$322,973</b>
<b>BONDS &amp; INSURANCE (3%)</b>	\$9,689.19		\$9,689.19
<b>GENERAL CONDITIONS (15%)</b>	\$49,899.33		\$49,899.33
<b>CONTRACTOR'S OVERHEAD &amp; PROFIT (5%)</b>	\$19,128.08		\$19,128.08
<b>CONTINGENCY FOR DESIGN DEVELOPMENT (20%)</b>	\$80,337.92		\$80,337.92
<b>COST ESCALATION (5%)</b>	\$24,101.38		\$24,101.38
<b>TOTAL CONSTRUCTION COST</b>	<b>\$506,129</b>		<b>\$506,129</b>
<b>FURNITURE</b>			
12. INTERIOR FURNITURE	\$300,000	<input checked="" type="checkbox"/>	\$300,000
13. EXTERIOR FURNITURE	\$31,000	<input checked="" type="checkbox"/>	\$31,000
14. STUDY PODS	\$95,000	<input checked="" type="checkbox"/>	\$95,000
15. DISCOVERY ZONE/EARLY LITERACY HUB	\$200,000	<input checked="" type="checkbox"/>	\$200,000
<b>SHELVING &amp; DISPLAY</b>			
16. END PANELS AT EXISTING TALL STACKS	\$18,000	<input checked="" type="checkbox"/>	\$18,000
17. 4-HI MOBILE UNITS	\$93,000	<input checked="" type="checkbox"/>	\$93,000
18. MOBILE DISPLAY UNITS	\$32,000	<input checked="" type="checkbox"/>	\$32,000
19. BROCHURE/COMMUNITY DISPLAY	\$1,000	<input checked="" type="checkbox"/>	\$1,000
<b>CASEWORK</b>			
20. CIRC DESK	\$40,000	<input checked="" type="checkbox"/>	\$40,000
21. SORTING AREA CASEWORK	\$13,000	<input checked="" type="checkbox"/>	\$13,000
22. SELF CHECK CASEWORK	\$20,000	<input checked="" type="checkbox"/>	\$20,000
23. PRINT STATION CASEWORK	\$20,000	<input checked="" type="checkbox"/>	\$20,000
<b>TOTAL FURNITURE/SHELVING/CASEWORK COST</b>	<b>\$863,000</b>		<b>\$863,000</b>
<b>TOTAL OVERALL COST</b>	<b>\$1,369,129</b>		<b>\$1,369,129</b>



## STAFF REPORT

**TO:** Budget and Audit Committee Members

**FROM:** Adam W. Politzer, Interim City Manager  
Larry Theis, City Engineer

**DATE:** August 12, 2024

**SUBJECT:** Recommendation for Budget Allocation for Design and Construction Services for City Hall 3<sup>rd</sup> Floor Security Modifications Proposal

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### **RECOMMENDATION**

Review and provide feedback on Proposed Scope of Work for City Hall 3<sup>rd</sup> Floor Security Modifications.

### **BACKGROUND**

City employees working on the 3<sup>rd</sup> floor of City Hall provide Planning and Administrative services to the public. In 2023, City employees requested City management to consider modifying the space to improve security by installing physical barriers to restrict the general public from accessing beyond the front counter, break room, and individual offices. The public would generally be limited to the area between the top of the stairs, exiting the elevator, and the front desk. Partition walls and doors using security cards would be added to restrict the general public from entering the employee only spaces.

### **DISCUSSION**

The Interim City Manager requested the City Engineer to seek the services of an architect to design the security modifications. The City Engineer engaged an initial scoping meeting with Albert Delima, licensed architect with WJA Associates, Inc. based in San Rafael, CA.

Mr. Delima visited the 3<sup>rd</sup> floor of City Hall, took photos and conducted a site visit with the City Engineer for approximately 45 minutes on July 24<sup>th</sup>. Without having specific input from the client (employees, City Management), he listed general modifications that would likely be incorporated into the design to secure the space while maintaining the existing open-air

atmosphere which include: glass doors, wood framing, drywall, service counter/cabinet, window modifications, flooring, patching and painting, cable railing modifications, railing, sprinkler adjustments, signage, alarm modifications, and electrical rerouting.

Architectural services would include a preliminary assessment and schematic design that would include the deliverable of an interior rendering that would be reviewed by the City. Design drawings and construction documents would be prepared to obtain bids from contractors. Bid evaluation and construction support services would be provided, including punch list inspection of the project.

### **FISCAL IMPACT**

A construction estimate has not been prepared since the design of the modifications will likely have considerable input from the City. However, in an effort to consider a budget allocation for this project, the City Engineer was able to work with the architect to develop a preliminary range of cost in order for the City Council to understand the relative magnitude of cost for these improvements.

The rough range of the total cost is \$142,000 to \$222,000 which is highly dependent on the extent of the improvements and consideration for aesthetics. On the low end, it would be expected the construction cost would be \$110,000 and \$32,000 for architect design services and city engineer project management. On the high end, it would be expected the construction cost would be \$178,000 and \$44,000 for architect design services and city engineer project management.

### **CEQA IMPACT**

None

### **ATTACHMENTS**

None