



**CLAYTON CITY COUNCIL
REGULAR MEETING AGENDA**

**Tuesday, July 16, 2024
6:00 p.m.**

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

Zoom Videoconference and Call-in:

Webinar: <https://us02web.zoom.us/j/81342918951>

Telephone: 1 + (669) 900 - 9128 **Webinar ID:** 813 4291 8951

Jim Diaz, Mayor

Kim Trupiano, Vice Mayor

Peter Cloven, Councilmember

Holly Tillman, Councilmember

Jeff Wan, Councilmember

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PLANNING COMMISSION INTERVIEWS

- a. Conduct interviews to fill three Planning Commission vacancies and select three candidates to appoint to a two-year term ending June 30, 2026, to the Planning Commission under item 8a.

[\(View\)](#)

4. CLOSED SESSION

- a. Public Employment (Gov. Code 54957)
Title: City Manager
Conference with Labor Negotiators (Gov. Code 54957.6)
Agency designated representatives: Vice Mayor Trupiano and Councilmember Cloven
Unrepresented employee: City Manager

5. PUBLIC COMMENT ON NON - AGENDA ITEMS

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

Public comment and input on other agenda items will be allowed when each item is considered by the Council.

6. CONSENT CALENDAR

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

- a. Approval of Meeting Minutes
 - i. June 4, 2024 Regular Meeting
 - ii. July 9, 2024 Special Meeting(City Clerk)
[\(View\)](#)
- b. Approve the purchase of a 2025 Ford Police Interceptor Utility vehicle to replace an unserviceable police vehicle, along with emergency equipment outfitting and identifying decals, as follows: purchase of a 2025 Ford Police Interceptor Utility vehicle from Folsom Lake Ford, purchase of emergency equipment and labor to install equipment by Lehr Auto, and application of identifying decals by Fast Signs, for a total of \$88,030.72 from the Capital Equipment Replacement Fund (CERF). (Chief of Police)
[\(View\)](#)
- c. Award the Construction Contract to Rapid Grading Services from Hayward, CA for the total bid amount of \$651,011.59; authorize project expenditure up to \$814,000 (includes a 25% contingency); approve project construction plans in accordance with the design immunity requirements listed under California Government Code 830.6; and authorize the City Manager to execute the contract on behalf of the City.
(City Engineer)
[\(View\)](#)

7. RECOGNITIONS AND PRESENTATIONS

- a. Contra Costa Water District Update (Contra Costa Water District)
[\(View\)](#)

8. **REPORTS**

- a. City Manager / Staff
 - Link to ClearGov Transparency Portal:
<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

9. **PUBLIC HEARINGS**

- a. Open the Public Hearing, receive public comments, on Proposed Real Property Assessments for the Diablo Estates at Clayton Benefit Assessment District (BAD), close the Public Hearing, and take action to adopt a Resolution which allows for the annual levying of assessments. (City Engineer)
([View](#))

10. **ACTION ITEMS**

- a. Adopt a Resolution appointing three (3) individuals to the Planning Commission for a 2-year term, expiring June 30, 2026. (City Clerk)
([View](#))
- b. Authorize the Interim City Manager to execute Amendment No. 2 to the City of Clayton's Professional Services Agreement with Theis Engineering & Associates for City Engineering Services for additional limited time public works management services, with no extension to the time, for an additional amount not to exceed \$37,200. (Interim City Manager)
([View](#))
- c. Adopt a Resolution ordering the levy and collection of special taxes and setting forth the special tax amount for Community Facilities District (CFD) 2006-1 (Downtown Park Operation and Maintenance) for Fiscal Year 2024 - 25. (Finance Advisor)
([View](#))
- d. Adopt a Resolution ordering the levy and collection of special taxes and setting forth the special tax amount for Community Facilities District (CFD) No. 2007-1 (Citywide Landscape Maintenance Tax) for Fiscal Year 2024 - 25. (Finance Advisor)
([View](#))
- e. Establish the appropriations limit applicable to the City of Clayton (City) during Fiscal Year (FY) 2024-25 as \$14,632,351.
([View](#))

11. **COUNCIL ITEMS** – Limited to Council requests and directives for future meetings.

12. **COUNCIL REPORTS**

13. **ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be August 20, 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
- 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
- Any writings or documents provided to a majority of the City Council after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- 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 on (925) 673-7300.

Remote Access

The public may attend City Council meetings in-person or remotely via livestream on the City's website and through Zoom. As a courtesy, and technology permitting, members of the public may continue to provide live remote oral comment via the Zoom video conferencing platform. However, the City cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, the meeting will continue despite technical difficulties for participants using the teleconferencing option.

1. **Videoconference:** Click or visit the link on the front page of the meeting agenda. To access the webinar, you may download the Zoom client application or connect to the meeting in the web browser. You will be asked to enter your email address and name.

When the Mayor calls your item of interest, click the "raise hand" icon to be added to the speaker queue. The Clerk will identify you by name and you will hear "you have been unmuted" when it is your turn to provide public comment.

2. **Phone-in:** Dial the telephone number provided on the front page of the agenda. When prompted, enter the meeting ID. Once connected you will hear the meeting discussions but will remain muted. When your item of interest is called, please dial *9 to "raise hand" and be added to the speaker queue. The Clerk will identify you by the last 4-digits of your phone number and you will hear "you have been unmuted" when it is your turn to provide public comment. To toggle between mute/unmute on your device, please dial *6.

3. **E-mail Public Comments:** Public comment may also be sent to the City Clerk at cityclerk@claytonca.gov by 5:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire City Council and made part of the official meeting file.

Each person attending the meeting in-person, via videoconference, or call-in and who wishes to speak on an agenda item or non-agenda item (within the council's jurisdiction), shall have a set amount of time to speak as determined by the Mayor.



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

TUESDAY, June 4, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 7:17 p.m. by Mayor Diaz held via a hybrid meeting format live in-person and Zoom videoconference and broadcast from Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, California. Councilmembers present: Mayor Diaz, Vice Mayor Trupiano, and Councilmembers Cloven, Tillman, and Wan. Staff present: Interim City Manager, Adam W. Politzer, City Engineer Larry Theis, Police Chief Richard McEachin, Financial Advisor Regina Rubier, City Attorney Malathy Subramanian, and City Clerk Stephanie Cabrera-Brown.
2. **PLEDGE OF ALLEGIANCE** – Led by Mayor Diaz
3. **RECOGNITIONS AND PRESENTATIONS**
4. **PUBLIC COMMENT ON NON - AGENDA ITEMS**
Members of the public may address the City Council on non-agendized items within the Council's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, or the time established by the Mayor. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on other agenda items will be allowed when each item is considered by the Council.

Scott Denslow - Thanked participants of the Pride Parade on June 2, 2024.

Rosy Straka - Thanks the community for participating in the Pride Parade.

5. CONSENT CALENDAR

It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano to approve Consent Calendar item 4(a) - 4 (f) as submitted. (Passed; 5- 0).

- a. Approval of Meeting Minutes
 - i. May 21, 2024, Regular meeting
 - ii. May 21, 2024, Special meeting
(City Clerk)
- b. Receive and approve the Engineer's Report for the Diablo Estates at Clayton Benefits Assessment District for Fiscal Year 2024/2025 and declare the City Council's intent to levy and collect real property assessments for the Diablo Estates at Clayton Benefit Assessment District for Fiscal Year 2024/2025; and adopt a Resolution setting the time and place for a public hearing to be held on July 16, 2024. (City Engineer)

Resolution 22-2024

- c. Receive and approve the Engineer's Report for the operation and maintenance of streetlights in the Streetlight Assessment District for Fiscal Year 2024/25; and Adopt a Resolution authorizing assessments for the operation and maintenance of streetlights in the Streetlight Assessment District for Fiscal Year 2024/2025. (City Engineer)

Resolution 23-2024

- d. Adopt a Resolution approving the City's local transportation improvement project for Fiscal Year 2024/2025 involving Road Maintenance and Rehabilitation Account – Local Streets and Roads Funds. (RMRA-LSR; SB1). (City Engineer)

Resolution 24-2024

- e. Approve a Professional Services Agreement with 4LEAF, Inc., to provide contract planning and code enforcement services including the staffing of the positions of Code Enforcement Officer and Community Development Director, for the term of 6/4/2024 - 12/4/2024, in an amount not to exceed \$90,000. CEQA Status: Not Applicable. (Community Development Director)
- f. Adopt a Resolution calling a General Municipal Election on November 5, 2024; Requesting and consenting to consolidation of the said General Municipal Election and setting specifications of the Election Order; and Adopt a Resolution adopting a policy for voluntary Municipal Candidates' Statements to be printed in voter information pamphlets. (City Clerk/Assistant to the City Manager)

Resolution 25 -2024

Resolution 26 -2024

6. **REPORTS**

a. City Manager / Staff

- Link to ClearGov Transparency Portal:
<https://cleargov.com/california/contra-costa/city/clayton/checkbook>

The Interim City Manager, Adam W. Politzer, thanked Dana Ayers, the outgoing Community Services Director, for her service to the City and Dan Johnston, Senior Maintenance Lead for support during the weekend activities.

7. **PUBLIC HEARINGS**

(There were no Public Hearings scheduled for this meeting.)

8. **ACTION ITEMS**

- Adopt a Resolution to establish salaries for the recently reclassified positions of the Accounting Technician position to Accountant, the City Clerk position to City Clerk/Assistant to the City Manager, and the added the position of Assistant City Manager/Administrative Services Director and amend the City of Clayton (City) Salary Schedule for these positions. (Interim City Manager)

Interim City Manager Adam W. Politzer provided an overview on pending action for reclassifying the Accounting Technician position to Accountant and reclassifying the City Clerk position to City Clerk/Assistant to the City Manager and adding the position of Assistant City Manager/Administrative Services Director and amend the City of Clayton (City) Salary Schedule for these positions. Following discussion by the City Council, Mayor Diaz opened the item to public comment; There were no members of the public wishing to speak to this item.

It was moved by Councilmember Wan, seconded by Vice Mayor Trupiano, to adopt a Resolution to establish salaries for the recently reclassified positions.

Resolution 27-2024

- Adopt a Resolution to Approve the City of Clayton's Five-Year Capital Improvement Plan for Fiscal Years 2023/2024 through 2027/2028 and incorporate the proposed FY2024/2025 Capital Improvement project allocations into the overall Fiscal Year 2024-2025 Annual Budget. (City Engineer)

City Engineer, Larry Theis, provided an overview on the City of Clayton's Five-Year Capital Improvement Plan for Fiscal Years 2023/2024 through 2027/2028. Following discussion by the City Council, Mayor Diaz opened the item to public comment; There were no members of the public wishing to speak to this item.

It was moved by Vice Mayor Trupiano, seconded by Councilmember Cloven to adopt a Resolution to Approve the City of Clayton's Five-Year Capital Improvement Plan for Fiscal Years 2023/2024 through 2027/2028 and incorporate the proposed FY2024/2025 Capital Improvement project allocations into the overall Fiscal Year 2024-2025 Annual Budget. (Ayes 4: Councilmembers: Cloven , and Tillman; Vice Mayor Trupiano, and Mayor Diaz; Noes 1: Councilmember Wan).

Resolution 28-2024

- c. Adopt a Resolution Approving Fiscal Year 2024-25 General Fund, Lighting Maintenance District Fund, Fiduciary Funds and Other Fund Budgets and Fiscal Year 2024-25 Salary Schedule. (Finance Advisor)

Financial Advisor, Regina Rubier, provided an overview on the Fiscal Year 2024-25 General Fund, Lighting Maintenance District Fund, Fiduciary Funds and Other Fund Budgets and Fiscal Year 2024-25 Salary Schedule. Following discussion by the City Council, Mayor Diaz opened the item to public comment:

Frank Gavidia – Thanked staff for the FY 2024-25 Budget and process.

It was moved by Councilmember Wan and seconded by Councilmember Trupiano, to adopt a Resolution Approving Fiscal Year 2024-25 General Fund, Lighting Maintenance District Fund, Fiduciary Funds and Other Fund Budgets and Fiscal Year 2024-25 Salary Schedule. (Ayes 3: Councilmember Wan, Vice Mayor Trupiano, and Mayor Diaz; Noes 2: Councilmembers Cloven and Tillman)

Resolution 29-2024

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

Councilmembers Tillman and Cloven requested to agendize a discussion with the City Attorney to discuss hiring an independent third-party investigator to conduct an investigation into employee turnover and requested governance training for the City Council.

- 10. **COUNCIL REPORTS**

Councilmember Cloven attended meeting(s) for: CBCA; Attended: Clayton Pride Parade.

Councilmember Wan attended meeting(s) for: Budget and Audit Committee.

Councilmember Tillman attended meeting(s) for: Clayton Pride; and attended the city's Memorial Day event.

Vice Mayor Trupiano attended meeting(s) for: Budget and Audit Committee; attended: Concerts in the Grove; Memorial Day event; and met with: Interim City Manager.

Mayor Diaz attended meeting(s) for: Mayor for the Day Alex Silvermaster; attended: Agenda setting committee; Concerts in the Grove; Memorial Day celebration; and met with: Interim City Manager.

11. **ADJOURNMENT** – on a call by Mayor Diaz, The City Council adjourned its meeting at 9:32 p.m. The next meeting will be on Tuesday June 18, 2024.

Please note the Minutes of this meeting set forth all actions taken by the City Council on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

Respectfully submitted,

Stephanie Cabrera-Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Jim Diaz, Mayor

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

TUESDAY, July 9, 2024

1. **CALL TO ORDER AND ROLL CALL** – The meeting was called to order at 4:05 p.m. by Mayor Diaz, held in-person at the City Hall, 1st Floor Conference Room, 6000 Heritage Trail, Clayton, California. Council present: Mayor Diaz, Vice Mayor Trupiano, and Councilmembers: Cloven, Tillman, and Wan.
Staff present: Interim City Manager, Adam W. Politzer.

2. **CLOSED SESSION**

- a. Public Employee Appointment (Gov. Code 54957)
Title: City Manager

Action: Staff provided with direction; no reportable action was taken.

3. **ADJOURNMENT**

On a call by Mayor Diaz, the City Council adjourned its meeting at 9:35 p.m.

Please note the Minutes of this meeting set forth all actions taken by the City Council on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

Respectfully submitted,

Stephanie Cabrera-Brown, City Clerk

APPROVED BY THE CLAYTON CITY COUNCIL

Jim Diaz, Mayor



City Council Agenda Item 6b

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Richard McEachin, Chief of Police

DATE: July 16, 2024

SUBJECT: Approve the purchase of a new police vehicle to replace an unserviceable police vehicle and authorize the disposal of a patrol vehicle as property surplus to the needs of the city

RECOMMENDATION

Approve the purchase of a 2025 Ford Police Interceptor Utility vehicle to replace an unserviceable police vehicle, along with emergency equipment outfitting and identifying decals, as follows:

- 1) The purchase of a 2025 Ford Police Interceptor Utility vehicle from \$58,133.68 Folsom Lake Ford.
- 2) The purchase of emergency equipment and labor to install equipment \$29,128.09 by Lehr Auto.
- 3) The purchase and application of identifying decals by Fast Signs \$768.95

The total proposed expenditure for the new vehicle, fully outfitted, is \$88,030.72 from the Capital Equipment Replacement Fund (CERF).

BACKGROUND

The City of Clayton's Police Department has a fleet of 8 patrol vehicles. In the past, the Police Department has replaced at least one vehicle each year with a new police "Interceptor" vehicle which is specially designed to serve as a patrol vehicle.

This new vehicle will replace an unserviceable vehicle in the Police Department's fleet. The unserviceable vehicle, a 2017 Ford Police Interceptor Utility (Unit 1741), has approximately 64,000 miles. Though vehicle 1741 is no longer suitable for patrol work, it will serve well as the "decoy" car used in our traffic calming program, replacing Unit 1737 in that manner. Unit 1737, a 2015 Ford Police Interceptor Utility, would then be "retired" and sent to auction. Unit 1737 was Clayton's first SUV patrol vehicle, purchased in July 2014. It shows a great amount of wear and tear, with 91,000 miles, and has no useful hours left in it. Council vote.

DISCUSSION

The Ford Motor Company manufactures two pursuit-rated vehicles- the Police Interceptor Utility (Ford Explorer platform), and the Police Interceptor Sedan (Ford Taurus platform). Ford discontinued production of the Crown Victoria Police Interceptor in 2011, but they made a very large amount of them at that time, which allowed Clayton to purchase 2011 CVPI's over the next few years. Once that inventory was depleted, agencies were left to locate new pursuit-rated vehicles to purchase. Many agencies, including the Clayton Police Department, went with the Ford Police Interceptor Utility. The first PIU purchased by Clayton was Unit 1737, in July 2014. Over the past 10 years, the City of Clayton has replaced the oldest or least reliable vehicle each year with a new, Police Interceptor Utility vehicle. Ford has redesigned the PIU for the 2025 model year, so most of the equipment in Unit 1737 cannot be transferred to the new vehicle due to fit.

Our typical staffing level is two or three officers on patrol at any given time. The police department routinely staffs "special events" where numerous officers are on duty at the same time. Patrol vehicles need routine maintenance, can suffer unexpected mechanical, communication, and emergency equipment failures. By maintaining a fleet of eight vehicles, we assure our capability to support all these missions simultaneously.

Unit 1737, which is used as the decoy car, has mechanical and aesthetic issues. The vehicle frequently does not start due to an unknown electrical issue draining the battery. The vehicle graphics are also brown and faded, and at close look, it is easily recognizable as a vehicle that is no longer in service, reducing its effectiveness as the decoy car. Placing 1741 into that role greatly improves the decoy car program, as it resembles an active patrol car.

FISCAL IMPACT

The City routinely purchases one new patrol vehicle per budget year.

The purchase will require the expenditure of monies as follows:

1) Purchase the new vehicle from Folsom Lake Ford	\$58,133.68
2) Parts and labor to outfit the car	\$29,128.09
3) Graphics	\$768.95
Total:	\$88,030.72

This expenditure was anticipated as part of the FY 2024/25 budget. The expenditure was anticipated as part of the annual costs charged to the Capital Equipment Replacement Fund (CERF).

CEQA IMPACT

None.

ATTACHMENT(S)

1. Quote from Folsom Lake Ford for vehicle purchase
2. Invoice from Lehr for emergency equipment purchase/install on last year's vehicle

PRICE QUOTATION
 FOLSOM LAKE FORD
 12755 FOLSOM BLVD.
 FOLSOM, CA 95630
 (916) 351-4202 - Direct

Date: 5/17/2024

To: Sergeant Tim Marchut / Clayton Police Department
 From: Mark A. Paoli / Fleet Director / Folsom Lake Ford
 Subject: Pricing for 2025 Ford Interceptor (State of California Contract #1-22-23-14C)

\$49,313.00 - Bid Price (2025 Ford Police Interceptor Utility AWD / 3.3L V6 Gas Eng)
 -2,853.00 - Ballistic Door Panel Delete
 \$46,460.00 - Subtotal (Bid Price Less Deletions)
 1,675.00 - L.A.P.D. Paint Scheme (CAL)
 930.00 - Front Headlamp Lighting Solution (66A) - Includes Pre-Wiring (60A)
 640.00 - Spot Lamps - Dual Unity LED (51S)
 601.00 - Rear Quarter Glass Side Marker LED Lights (63L)
 601.00 - Front Warning Auxiliary LED Lights (21L)
 475.00 - Rear Lighting Solution (66C)
 414.00 - Rear Auxiliary Liftgate Lights (43A)
 352.00 - Side Marker LED - Sideview Mirrors (63B)
 352.00 - Underbody Deflector Plate (76D)
 278.00 - Cargo Storage Vault (63V)
 165.00 - Hidden Door-Lock Plunger w/Rear-Door Controls Inoperable (52P)
 62.00 - Rear Console Plate (85R)
 52.00 - Keyed Alike - Code 1284X (59B)
 \$53,057.00 - Selling Price (Agate Black Metallic Paint w/Four White Doors and Roof)
 85.00 - Documentation Fee
 \$53,142.00 - Subtotal
 4,649.93 - Sales Tax (8.75%) Subject to Change
 300.00 - Delivery to Clayton, CA
 33.00 - DMV Electronic Filing Fee
 8.75 - California Tire Fee
 \$58,133.68 - Total Price (EACH) F.O.B. Clayton, CA

Payment Terms: \$500.00 Discount Per Vehicle for Payment Within 20 Days / Net 30

Included: BLIS (Blind Spot Monitoring with Cross Traffic Alert), Dark Car Feature, Ford Pro Upfit Integration Feature, Ford Telematics (Includes Complimentary Two-Year Subscription), Front License Plate Bracket, Noise Suppression, Police Engine Idle Feature, Police Perimeter Alert, Police Pursuit Mode, Power Passenger Seat (4-Way), Red/White Dome Lamp In Cargo Area, Rear Auxiliary Air Conditioning, Rear View Camera with Washer (Displayed In 8" Center Stack Screen) Includes On-Demand Feature, Remote Keyless Entry with Four Keys and FOBs, Reverse Sensing, SYNC (Bluetooth), Trailer Hitch (Class III - Includes Wiring), Upfitter Switches(4) Mounted on Steering Wheel and 5yr/100k/0ded Powertrain Warranty.



INVOICE

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

Invoice Number:
Invoice Date:
Due Date
Terms
Payment Method:

Page: 1
SI102242
4/22/2024
5/22/2024
Net 30

Bill
To: Clayton Police Department
Tim Marchut
6000 Heritage Trail
Clayton, CA 94517
USA

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

Ship Via Installation at Lehr
Ship Date 4/22/2024
Tracking No
Location Lehr - Pittsburg
Sell-to Contact: Tim Marchut

Customer ID 1656
P.O. Number UNIT#1750
Blanket PO:
Our Order No. SO93516
SalesPerson Mike McGee
Phone No. 925-303-9513
Campaign No.

Vehicle Information

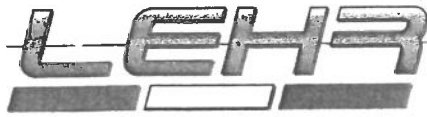
2023 FORD PI UTILITY, VIN: 1FM5K8AB5PGB74402, Lic: 1676721 Unit: 1750

Item No.	Description	Manufacturer Name	Ord.	Ship	B/O	Unit Price	Total Price
Front End Equipment							
OEM - 66A							
OEM - WIG WAG							
\ MCRNTB	Whelen Micron Series Stud Mount-Blue	Whelen	1	1		104.99	104.99
\ MCRNTR	Whelen Micron Series Stud Mount-Red	Whelen	1	1		104.99	104.99
CSM - NP3BB X 2							
\ EX0011	Patrol Power Harness Front Mt. Utility 2020+ (03-0211)	Patrol Power	1	1		725.60	725.60
\ SA315P	Whelen Siren Speaker 100W	Whelen	2	2		199.99	399.98
\ SAK66D	Whelen Speaker Bracket-D/S Utility 2020+	Whelen	1	1		29.40	29.40
\ SAK66P	Whelen, Speaker Bracket-P/S Utility 2020	Whelen	1	1		29.40	29.40
I	Installation Charges	Labor Items	13	13		125.00	1,625.00
Side Equipment							
OEM - 63B							
\ MR6-W	Code 3, MR6 - White	Code 3	2	2		90.83	181.66
\ BSM-BKT-PIU20	Code 3, Bracket Pair for Below Side Mirror, Fits Ford Piu 2020 MR6, M180	Code 3	1	1		38.64	38.64
I	Installation Charges	Labor Items	4	4		125.00	500.00
Roof Equipment							
CSM - MODEM ANTENNA							
\ MB8U	3/4" Thru-Hole NMO Mount W/17' RG-58/U Cable, No Connector	Misc Radio Parts	2	2		19.50	39.00
\ QW800	806-896MHz 1/4 Wave NMO Mobile Antenna	Misc Radio Parts	2	2		6.105	12.21

AUTHORIZED BY DATE

3685 502-7485-00
VENDOR # ACCOUNT #

\$29,128.09
AMOUNT CITY MANAGER APPROVAL



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

6b Attachment 2

INVOICE

Page: 2
Invoice Number: SI102242
Invoice Date: 4/22/2024
Due Date: 5/22/2024
Terms: Net 30
Payment Method:

Bill
To: Clayton Police Department
Tim Marchut
6000 Heritage Trail
Clayton, CA 94517
USA

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

Ship Via Installation at Lehr
Ship Date 4/22/2024
Tracking No
Location Lehr - Pittsburg
Sell-to Contact: Tim Marchut

Customer ID 1656
P.O. Number UNIT#1750
Blanket PO:
Our Order No. SO93516
SalesPerson Mike McGee
Phone No. 925-303-9513
Campaign No.

Vehicle Information

2023 FORD PI UTILITY, VIN: 1FM5K8AB5PGB74402, Lic: 1676721 Unit: 1750

Item No.	Description	Manufacturer Name	Ord.	Ship	B/O	Unit Price	Total Price
I	CSM - SELF Contained Emitter Installation Charges	Labor Items	3	3		125.00	375.00
	Drivers Compartment						
BSFW508-1656	Whelen, Inner Edge WCX DUO, 10 Lamp w/ Take Downs, 20-21 Ford Interceptor Utility	Whelen	1	1		1,072.20	1,072.20
CC-UV20-L-18	Troy Products 20-24 PIU Utility Specific 18" Console	Troy Products	1	1		450.75	450.75
FP-WCENCOM-JD	Troy Products 4" Face Plate, Fits Whelen Control/Cencom (Sapphire, Carbide)	Troy Products	1	1			
FP-MXTL2500	Troy Products 3" Face Plate, Fits Motorola XTL2500/5000/APX6500 remote 05/07	Troy Products	2	2			
AC-INBHG	Troy Products Internal Dual Beverage Holder	Troy Products	1	1		48.00	48.00
FP-BLNK1	Troy Products 1" Blank Filler Plate	Troy Products	2	2		9.75	19.50
FP-AP12-3	Troy Products 2" Face Plate w/3 DC Outlet Cutouts	Troy Products	1	1		24.00	24.00
L3-AP1SET	Troy Products 12v DC Power Outlet w/Cap	Troy Products	2	2		11.25	22.50
1016B-BSS	Blue Sea System 10/24V Dual USB 2.1A Charger	Blue Sea Systems	1	1		25.37	25.37
MMSU-1	Mag Mic Magnetic Mic Kit	Magnetic Mic	3	3		39.95	119.85
AC-MCM	Troy Products Mic Bracket Only	Troy Products	2	2		9.80	19.60
AC-TB-ARMINT-58	Troy Products Console Mounted Height Adj Swivel Arm Rest	Troy Products	1	1		159.75	159.75
7160-1336	Gamber-Johnson, 2020 Ford Police Int Util Veh Base	Gamber Johnson	1	1		173.25	173.25
7160-0178	Gamber-Johnson 7" Center-Mounted Complete Upper Pole	Gamber Johnson	1	1		92.25	92.25
7160-0230	Gamber-Johnson Support Brace - Short	Gamber Johnson	1	1		80.25	80.25
7170-0514	Gamber-Johnson, Tablet Display Mount	Gamber Johnson	1	1		699.75	699.75
DS-LOWER-9	Gamber-Johnson, 9" Lower Pole Assembly	Gamber Johnson	1	1		63.75	63.75
HKN6188B	Motorola 20" Control Head Power Cable	Misc Radio Parts	2	2		52.25	104.50
	CSM - POLICE RADIO X2						
	CSM - GJ DOCK						

**INVOICE**

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

Page: 3
Invoice Number: SI102242
Invoice Date: 4/22/2024
Due Date: 5/22/2024
Terms: Net 30
Payment Method:

Bill

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

Ship

To: Clayton Police Department
Attn: Tim Marchut
Attention Tim Marchut
6000 Heritage Trail
Clayton, CA 94517

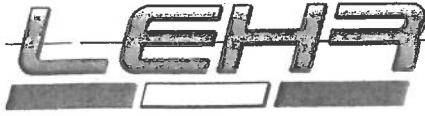
Ship Via Installation at Lehr
Ship Date 4/22/2024
Tracking No
Location Lehr - Pittsburg
Sell-to Contact: Tim Marchut

Customer ID 1656
P.O. Number UNIT#1750
Blanket PO:
Our Order No. SO93516
SalesPerson Mike McGee
Phone No. 925-303-9513
Campaign No.

Vehicle Information

2023 FORD PI UTILITY, VIN: 1FM5K8AB5PGB74402, Lic: 1676721 Unit: 1750

Item No.	Description	Manufacturer Name	Ord.	Ship	B/O	Unit Price	Total Price
	CSM - POWER SUPPLY						
	CSM - KEYBOARD						
CO400	Misc, Co2 Alarm	Misc Parts	1	1		29.50	29.50
HLN7002A	Motorola Trunnion Kit	Misc Radio Parts	2	2		50.82	101.64
HKN4191B	Motorola Power Cable 10'	Misc Radio Parts	2	2		31.32	62.64
B-ECL556-A	Intrmotive, Ecolock-2020+ Utility	Intrmotive	1	1		755.34	755.34
60CREGCS	Whelen 12 Diode Interior Light, 6" Round Surface Mount Split Red/White	Whelen	1	1		146.40	146.40
	CSM - BLACRAC GUN RACK						
806-0022-00	Stalker, Dsr Dual Antenna Radar	Stalker Radar	1	1		3,300.00	3,300.00
200-1379-00	Stalker, Dash Combo Mount Radar/Display Ford 20/21 Utility	Stalker Radar	1	1		84.15	84.15
200-1378-00	Stalker, Rear Radar Mount, Ford 2020-21 Utility	Stalker Radar	1	1		105.00	105.00
155-2211-00	Stalker, Remote Display Interconnect Cable	Stalker Radar	1	1		120.00	120.00
MMSU-1	Mag Mic Magnetic Mic Kit	Magnetic Mic	1	1		39.95	39.95
	FOR RADAR REMOTE						
	Installation Charges	Labor Items	19.5	19.5		125.00	2,437.50
	Prisoner Compartment						
PK1134ITU20TM	Setina, #8X1 1/2 Coated 1/2 Vinyl Mesh Tall Man	Setina	1	1		759.20	759.20
QK2121ITU20	Setina, Repl Seat Smart Belt w/Center Pull Seat Belt	Setina	1	1		1,359.20	1,359.20
PK0123ITU202ND	Setina, #12VS Vinyl Coated Expanded Metal Rear Partition	Setina	1	1		495.20	495.20
3SC0CDCR	Whelen, 3" Round Compartment - White	Whelen	2	2		63.70	127.40
	Installation Charges	Labor Items	8.5	8.5		125.00	1,062.50
	Back End Equipment						



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

INVOICE

Page: 4

Invoice Number: S1102242
Invoice Date: 4/22/2024
Due Date: 5/22/2024
Terms: Net 30
Payment Method:

Bill
To: Clayton Police Department
Tim Marchut
6000 Heritage Trail
Clayton, CA 94517
USA

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

Ship Via Installation at Lehr
Ship Date 4/22/2024
Tracking No
Location Lehr - Pittsburg
Sell-to Contact: Tim Marchut

Customer ID 1656
P.O. Number UNIT#1750
Blanket PO:
Our Order No. SO93516
SalesPerson Mike McGee
Phone No. 925-303-9513
Campaign No.

Vehicle Information

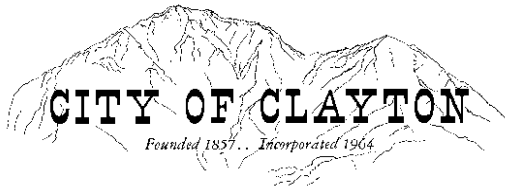
2023 FORD PI UTILITY, VIN: 1FM5K8AB5PGB74402, Lic: 1676721 Unit: 1750

Item No.	Description	Manufacturer Name	Ord.	Ship	B/O	Unit Price	Total Price
TK0836ITU20	Setina, Cargo Storage System	Setina	1	1		1,351.20	1,351.20
TPA9289	Setina Cargo Box Radio Tray	Setina	1	1		331.49	331.49
VTX609R	Whelen Vertex Super-LED Omni Directional Lighthouse Red Rear Corner-Drivers Side	Whelen	1	1		87.99	87.99
VTX609B	Whelen Vertex Super-LED Omni Directional Lighthouse Blue Rear Corner-Passengers Side	Whelen	1	1		87.99	87.99
MR6-W	Code 3, MR6 - White BACK UP LTS	Code 3	2	2		90.83	181.66
60CREGCS	Whelen 12 Diode Interior Light, 6" Round Surface Mount Split Red/White REAR HATCH CSM - MODEM CSM - POWER INVERTER & 3-OUTLET POWER PORT	Whelen	1	1		146.40	146.40
DC-568P-25BLMB	25' CAT6 Snagless Cable-Blue	IT Misc Parts	1	1		16.95	16.95
OEWD50-1656	Whelen, Outer Edge WCX DUO 6 Lamp, 2020 Ford Police Interceptor Utility	Whelen	1	1		1,019.40	1,019.40
C399	Whelen Cencom Core WCX Remote Siren & Control Center	Whelen	1	1		1,049.00	1,049.00
CCTL7	Whelen Core WCX 21 Push-Buttons & 4-Position Slide Control Head	Whelen	1	1			
C399K4	Whelen OBDII Canport Cable Kit Ford W/O OEM Option 61B	Whelen	1	1			
CEM16	Whelen Core WCX 16 Output Expansion Module	Whelen	1	1		166.20	166.20
CEXAMP	Whelen WCX External Amplifier	Whelen	1	1		257.60	257.60
B402T	Fire Extinguisher 5LB ABC Dry	National Fire System	1	1		82.47	82.47
I	Installation Charges	Labor Items	24.5	24.5		125.00	3,062.50
INSTALL	Install Materials	Service Items	1	1		295.00	295.00
F	Shipping Charges	Service Items	1	1		350.00	350.00

Please Remit Payment To: Amount Subject to Sales Tax USD 26462.61
9240 Prototype Dr Amount Exempt from Sales Tax USD 350.00
Reno, NV 89521
Direct Questions to: AR@lehrauto.com

Subtotal: 26,812.61
Total Sales Tax: 2,315.48
Total USD: 29,128.09

PLEASE READ: No returns without approval and an RMA# will be accepted. All shortages, damage, or return claims must be made within 10 days of invoice date. NO EXCEPTIONS. A copy of the invoice and RMA paperwork must be shipped with returns. All return orders or cancellations are subject to a 25% restocking fee plus freight.



City Council Agenda Item 6c

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Larry Theis, City Engineer

DATE: July 16, 2024

SUBJECT: Award of a Construction Contract to Rapid Grading Services from Hayward, CA for the Clayton Neighborhood Street Rehabilitation Project (CIP Project No. 2306 & Federal Project No. STPL-5386(011))

RECOMMENDATION

Award the Construction Contract to Rapid Grading Services from Hayward, CA for the total bid amount of \$651,011.59; authorize project expenditure up to \$814,000 (includes a 25% contingency); approve project construction plans in accordance with the design immunity requirements listed under California Government Code 830.6; and authorize the City Manager to execute the contract on behalf of the City.

BACKGROUND

The proposed pavement rehabilitation project includes streets that were originally selected for a previous paving project in that was solicited for bids in 2021. These streets were not included in the final contract since there were limited funds at the time. Therefore, the project this summer is the completion of those set of streets that were slated to be repaved in 2021. The following is the list of streets to be rehabilitated by performing digouts of potholes, crack sealing, and placement of Type II Microsurfacing treatment, including ADA curb ramp upgrades.

Mitchell Canyon Road (between Clayton Road and Herriman Road)
Regency Drive (between Regency Drive and El Molino Drive) – Crack Seal Only
Mountaire Parkway (between Marsh Creek Road to Mountaire Circle (south))
Caulfield Court -- Fleming Drive -- Mt. Vernon Drive (northern portion) -- Mt. Dell Drive
Pinot Court – Digouts Only -- Capistrano Court

The work being performed is a surface treatment (coating – not new asphalt pavement) to the existing pavement surface to seal the top of the pavement from water intrusion and weathering to extend the life of the pavement. The surface treatment requires three to four hours to cure before traffic can use the road again. Therefore on-street parking and access to homes will be temporarily restricted. It is normal that post treatment the road surface will shed tiny aggregate material. The traveling public should expect delays and detours. Staff will work with the contractor to limit impacts to school traffic during the portion of work along Mitchell Canyon Road north of Pine Hollow Rd.

DISCUSSION

The project bid documents were advertised in the City's Online Planroom beginning June 3rd with the bid due date of July 9th at 2:00 p.m. Bids were received electronically and opened publicly via Zoom shortly after the deadline. Six bids were received as noted below:

Bidders	Total Bid Price
Rapid Grading Services	\$651,011.59
Franco Engineering	\$821,772.00
S&H Construction	\$848,600.00
FBD Vanguard Construction	\$917,637.10
Kerex Engineering	\$948,620.50
Ghilotti Bros.	\$999,233.29

The apparent low bidder, Rapid Grading Services of Hayward, CA submitted the lowest bid of \$651,011.59. Staff has reviewed the bid documents and determined that Rapid Grading Services to be responsible and their bid to be responsive to contract requirements and therefore recommends that the contract be awarded to their firm.

The construction plans which were part of the bid package are attached. The City Council, as the legislative body of the public agency, approves these plans in accordance with the design immunity defense requirements listed under California Government Code 830.6.

NEXT STEPS

Upon approval of the award of the construction contract, the contract will be delivered to the contractor for signature, submittal of performance and payment bonds, and evidence of insurance coverage naming the City as additional insured. Upon completion of all required elements of the contract, the City Manager will execute the contract on behalf of the City. Project construction is estimated to begin in late August 2024 and be completed in late October 2024.

FISCAL IMPACT

The total bid amount for the construction contract with Rapid Grading Services is \$651,011.59. Staff is recommending authorization of the total construction contract expenditures up to \$814,000 which is approximately a 25% contingency budget (~\$163,000) for necessary change orders or unforeseen changes in condition. The construction budget will also include



CITY OF CLAYTON
CONTRA COSTA COUNTY, CALIFORNIA
PLANS FOR
CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT
CITY PROJECT NO.: #2306
FEDERAL PROJECT NO.: STPL-5386(011)

GENERAL NOTES

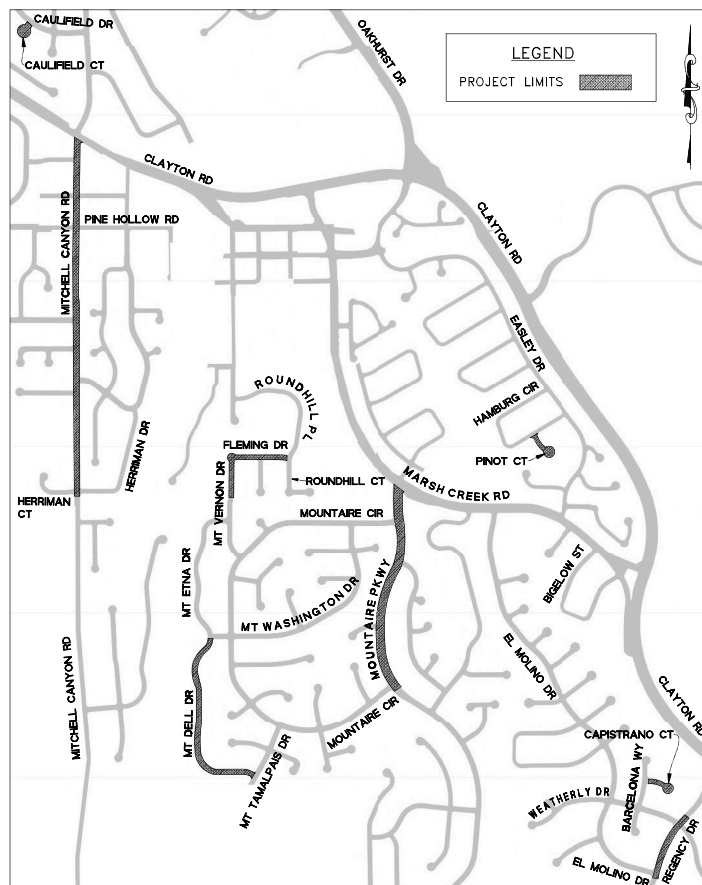
1. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE CITY'S STANDARD DETAILS, STANDARD SPECIFICATIONS, AND GENERAL REQUIREMENTS.
2. CONTRACTOR SHALL SECURE AN ENCROACHMENT PERMIT FROM THE CITY ENGINEERING DEPARTMENT AND PAY APPROPRIATE FEE PRIOR TO COMMENCEMENT OF WORK. ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE DONE UNDER A SINGLE ENCROACHMENT PERMIT.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES WITH THE APPROPRIATE UTILITY AGENCIES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. CONTRACTOR SHALL NOTIFY ALL PUBLIC AND PRIVATE UTILITY OWNERS 48 HOURS PRIOR TO COMMENCEMENT OF WORK ADJACENT TO THE UTILITY. CONTACT UNDERGROUND SERVICE ALERT (USA) AT 811 OR 800-227-2800.
4. THE CONTRACTOR SHALL NOTIFY, BY CIRCULAR, ALL BUSINESS ESTABLISHMENTS AND RESIDENCES LOCATED IN AREAS AFFECTED BY THE WORK AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO START OF CONSTRUCTION. CIRCULAR SHALL BE SUBJECT TO THE APPROVAL OF THE CITY ENGINEER.
5. UNLESS OTHERWISE DIRECTED BY THE CITY ENGINEER IN THE FIELD: AT EACH LOCATION WHERE NEW CURB/GUTTER IS TO BE CONSTRUCTED ON AN EXISTING STREET (CURB RAMP INSTALLATION, CURB FACE DRAINAGE INSTALLATION, ETC.) PAVEMENT RECONSTRUCTION SHALL BE REQUIRED. AN 18-INCH WIDE BAND OF PAVEMENT SHALL BE REMOVED AND REPLACED ALONG THE ENTIRE LENGTH OF CURB/GUTTER INSTALLATION. REMOVAL DEPTH (SAW CUTS REQUIRED) SHALL BE TO THE BASE MATERIAL.
6. ALL SIDEWALK, CURB, AND GUTTER DAMAGED AS A RESULT OF THE PROJECT SHALL BE REMOVED AND REPLACED TO THE NEAREST SCORE MARK OR AS DIRECTED BY THE CITY ENGINEER. INSTALLATION OF NEW SIDEWALK, CURB AND GUTTER AGAINST EXISTING IMPROVEMENTS SHALL REQUIRE A SIDEWALK CONTACT JOINT (DOWELS REQUIRED).
7. ALL MANHOLES, VALVE BOXES, MONUMENT BOXES, AND OTHER STRUCTURES IN THE PAVEMENT AREA SHALL BE ADJUSTED TO FINISH GRADE BEFORE PAVING FINAL LIFT.
8. GRADE BREAKS ON CURBS AND SIDEWALKS ARE TO BE ROUNDED OFF ON FORM WORK AND FINISHED SURFACING.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PRESERVATION AND/OR PERPETUATION OF EXISTING SURVEY MONUMENTS (CURB TAGS, IRON PIPES, STREET MONUMENTS, ETC.) NOTED ON THE PLANS OR FOUND DURING CONSTRUCTION. PER SECTION 9771 OF THE CALIFORNIA BUSINESS AND PROFESSIONS CODE, SHOULD ANY SURVEY MONUMENT BE DAMAGED OR DESTROYED DURING CONSTRUCTION, THE CONTRACTOR SHALL RE-ESTABLISH SAID MONUMENT PER CITY STANDARD, FILE A CORNER RECORD WITH THE COUNTY SURVEYOR, AND SUBMIT A DUPLICATE OF THE CORNER RECORD TO THE CITY ENGINEER PRIOR TO FINAL PROJECT NOTICE OF COMPLETION ISSUED BY THE DEPARTMENT OF PUBLIC WORKS. THE CONTRACTOR SHALL, AT HIS/HER EXPENSE, HIRE A LICENSED PROFESSIONAL CIVIL ENGINEER AUTHORIZED TO PRACTICE LAND SURVEYING OR LAND SURVEYOR TO PERFORM THE WORK.
10. ALL SURPLUS AND UNSUITABLE MATERIAL SHALL BE REMOVED FROM PUBLIC RIGHT-OF-WAY.
11. CONTRACTOR SHALL PROVIDE ADEQUATE DUST CONTROL AND KEEP MUD AND DEBRIS OFF THE PUBLIC RIGHT-OF-WAY AT ALL TIMES.
12. ALL TRENCHES AND EXCAVATIONS SHALL BE CONSTRUCTED IN STRICT COMPLIANCE WITH THE APPLICABLE SECTIONS OF CALIFORNIA AND FEDERAL O.S.H.A. REQUIREMENTS AND OTHER APPLICABLE SAFETY ORDINANCES. CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR TRENCH SHORING DESIGN AND INSTALLATION.
13. EXISTING UTILITIES SHOWN ARE BASED UPON RECORD INFORMATION AND ARE APPROXIMATE IN LOCATION AND DEPTH. THE CONTRACTOR SHALL POTHOLE ALL EXISTING UTILITIES THAT MAY BE AFFECTED BY NEW FACILITIES IN THIS CONTRACT. VERIFY ACTUAL LOCATION AND DEPTH, AND REPORT POTENTIAL CONFLICTS TO THE ENGINEER PRIOR TO EXCAVATING FOR NEW FACILITIES.
14. CONTRACTOR SHALL PERFORM HIS CONSTRUCTION AND OPERATION IN A MANNER, WHICH WILL NOT ALLOW HARMFUL POLLUTANTS TO ENTER THE STORM DRAIN SYSTEM. TO ENSURE COMPLIANCE, THE CONTRACTOR SHALL IMPLEMENT THE APPROPRIATE BEST MANAGEMENT PRACTICE (BMP).
15. OVERNIGHT PARKING OF CONSTRUCTION EQUIPMENT IN THE PUBLIC RIGHT-OF-WAY SHALL NOT BE PERMITTED, EXCEPT AT LOCATION(S) APPROVED BY THE CITY TRAFFIC ENGINEER.
16. UNLESS OTHERWISE NOTED, CLASS 2 A.B. UNDER CURB, GUTTER, AND STREET SECTIONS PAVED WITH ASPHALT CONCRETE SHALL BE COMPACTED TO 95% RELATIVE COMPACTION.

ABBREVIATIONS

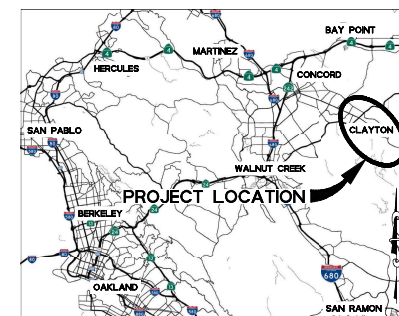
AC	ASPHALT CONCRETE	HP	HIGH POINT	SDMH	STORM DRAIN MANHOLE
AB	AGGREGATE BASE	LF	LINEAR FOOT	SSMH	SANITARY SEWER MANHOLE
BW	BACK OF WALK	LL	LIMIT LINE	SF	SQUARE FOOT
C&G	CURB AND GUTTER	MON	MONUMENT	SY	SQUARE YARD
CONC	CONCRETE	NTS	NOT TO SCALE	SW	SIDEWALK
DET	DETAIL	N	NEW	STD	STANDARD
DWS	DETECTABLE WARNING SURFACE	OC	ON CENTER	TBD	TO BE DETERMINED
DWY	DRIVEWAY	PG&E	PACIFIC GAS AND ELECTRIC	TC	TOP OF CURB
EP	EDGE OF PAVEMENT	PPB	PEDESTRIAN PUSH BUTTON	TYP	TYPICAL
EX	EXISTING	PP	POWER POLE	WV	WATER VALVE
FC	FACE OF CURB	PVMT	PAVEMENT	WCW	WHITE CROSSWALK
FH	FIRE HYDRANT	RSP	REVISED STANDARD PLANS	YCW	YELLOW CROSSWALK
GV	GAS VALVE	R&R	REMOVE & REPLACE		
HWA	HOT MIX ASPHALT	SD	STORM DRAIN		

APPLICABLE STANDARDS

CITY OF CLAYTON STANDARD PLANS (LATEST VERSION)
CALTRANS STANDARD PLANS (2018 VERSION)
CA MUTCD (LATEST STANDARD)



SITE MAP
NTS

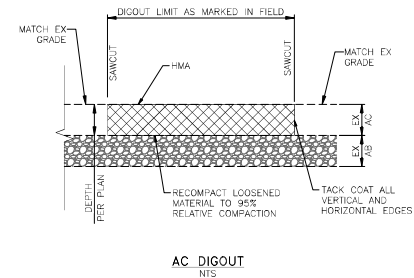
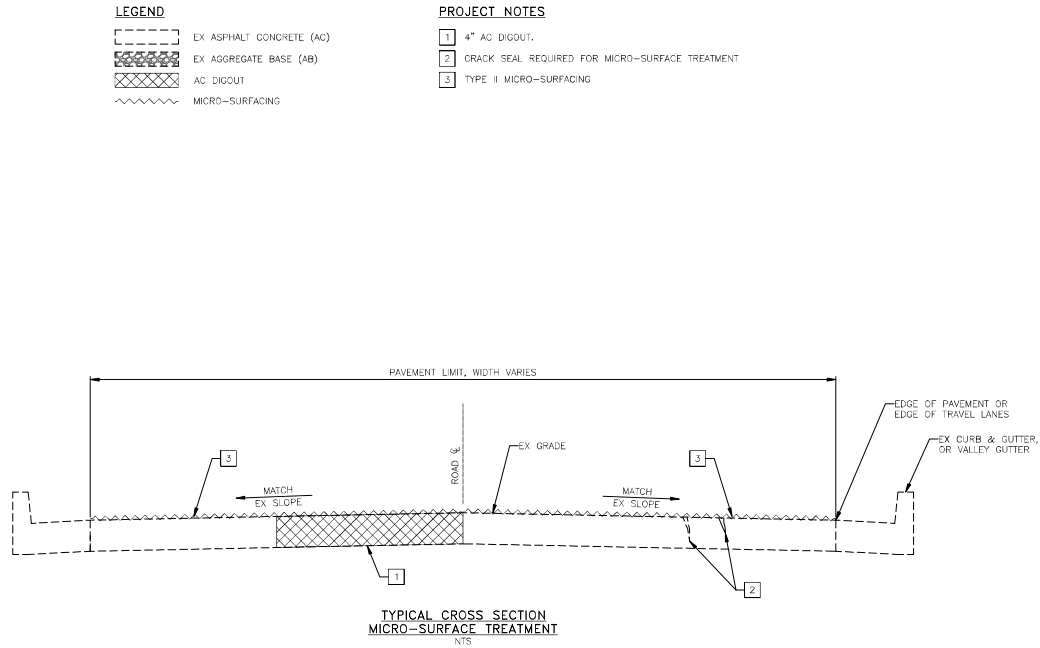


VICINITY MAP
NTS

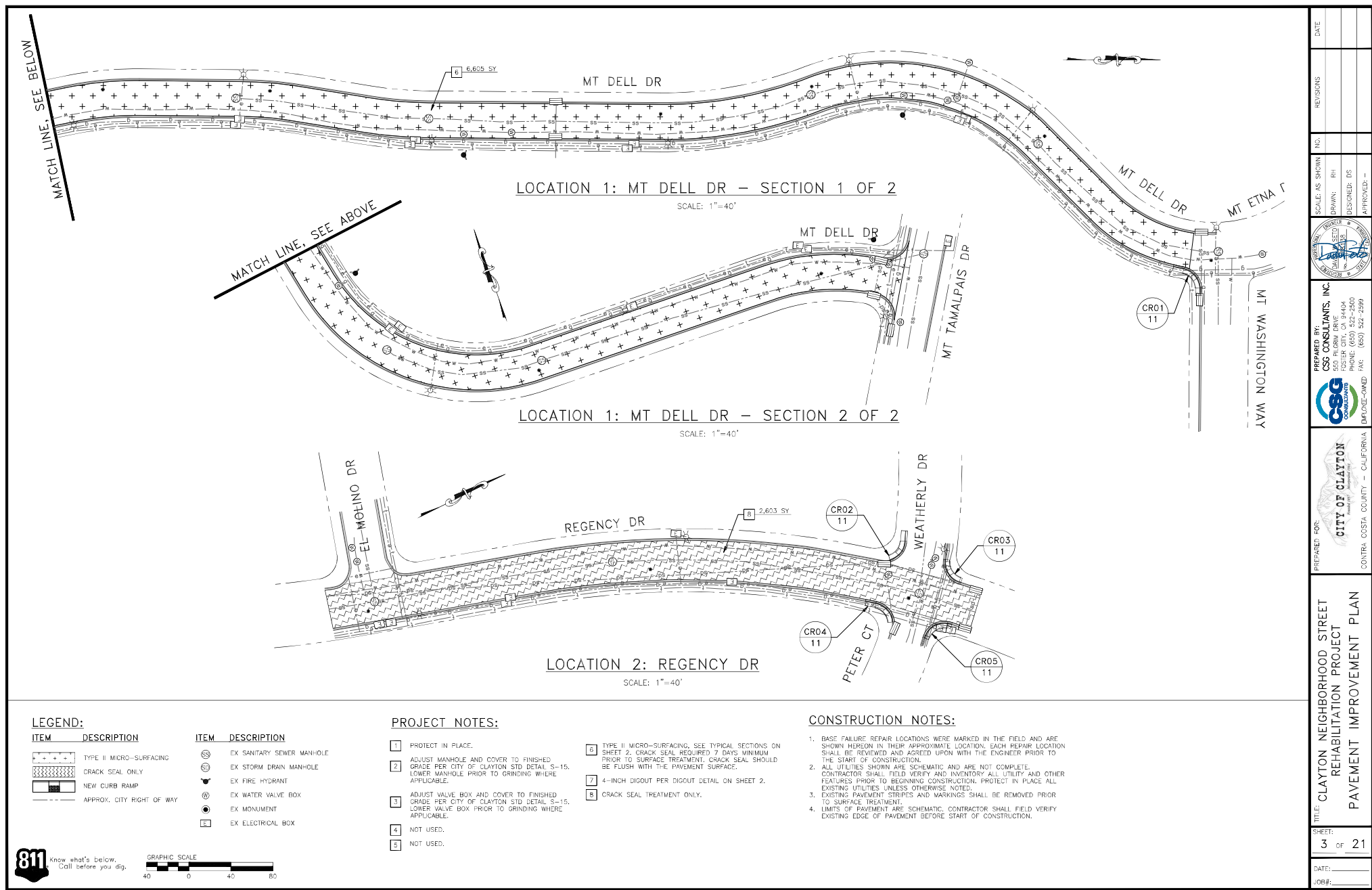
SHEET INDEX

SHEET NO.	SHEET DESCRIPTION
1	TITLE SHEET
2	TYPICAL CROSS SECTIONS
3-6	PAVEMENT IMPROVEMENT PLAN
3	LOCATION 1: MT DELL DR
3	LOCATION 2: REGENCY DR
4	LOCATION 3: CAPISTRANO CT
4	LOCATION 4: FLEMING DR
4	LOCATION 5: MT VERNON DR
4	LOCATION 6: CAULFIELD CT
4	LOCATION 7: PINOT CT
5	LOCATION 8: MOUNTAIRE PKWY
6	LOCATION 9: MITCHELL CANYON RD
7-10	SIGNING AND STRIPING PLAN
7	LOCATION 1: MT DELL DR
8	LOCATION 4: FLEMING DR
8	LOCATION 5: MT VERNON DR
9	LOCATION 8: MOUNTAIRE PKWY
10	LOCATION 9: MITCHELL CANYON RD
11-15	CURB RAMP IMPROVEMENT PLAN
11	MT DELL DR @ WASHINGTON WAY
11	REGENCY DR @ WEATHERLY DR & PETER CT
11	CAPISTRANO CT @ BARCELONA WAY
12	FLEMING DR @ FLEMING CT
12	FLEMING DR @ ROUNDHILL PL
12	CAULFIELD CT @ CAULFIELD DR
13	MOUNTAIRE PKWY @ MARSH CREEK RD
13	MOUNTAIRE PKWY @ MT WHITNEY WAY
14	MITCHELL CANYON RD @ HERRIMAN CT
14	MITCHELL CANYON RD @ MITCHELL CANYON CT
14	MITCHELL CANYON RD @ RHINE CT
15	MITCHELL CANYON RD @ DEL TRIGO LN
15	MITCHELL CANYON RD @ CLAYTON RD
16	CONSTRUCTION BEST MANAGEMENT PRACTICES
17	CONSTRUCTION DETAILS NO. 1
18	CONSTRUCTION DETAILS NO. 2
19	HORIZONTAL CONTROL NO. 1
20	HORIZONTAL CONTROL NO. 2
21	QUANTITY SHEET

811 know what's below.
Call before you dig.



- NOTES: (FOUO):
1. AC DQUOT THICKNESS SHALL BE AS SHOWN ON PLAN, UNLESS OTHERWISE APPROVED BY THE ENGINEER. REPLACE EXISTING AC SURFACING WITH NEW 10% OVERLAPPING MATERIAL SHALL BE COMPACTED TO 95% RELATIVE COMPACTION FOR A MIN DEPTH OF 6 INCHES.
 2. THE CONTRACTOR SHALL MAINTAIN A MINIMUM OF 12 FEET OF CLEARANCE WITHIN THE RIGHT-OF-WAY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY EXCESS QUANTITIES RESULTING FROM THE USE OF LARGE ROADWAY CLOSURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE QUANTITIES MARKED BY THE ENGINEER.
 3. THE CONTRACTOR SHALL PROVIDE EQUIPPED AND TACK COAT ALL VERTICAL EDGES AND HORIZONTAL SURFACES. USE OF ORDER TO REMOVE ASPHALT PAVEMENT SHALL BE APPROVED BY THE ENGINEER. THE CONTRACTOR SHALL USE EQUIPMENT THAT ACCOMMODATES BOTH AC OR AB REMOVAL.
 4. THE CONTRACTOR SHALL PROVIDE EQUIPPED AND TACK COAT ALL VERTICAL EDGES AND HORIZONTAL SURFACES. USE OF ORDER TO REMOVE ASPHALT PAVEMENT SHALL BE APPROVED BY THE ENGINEER.
 5. THE CONTRACTOR SHALL MAINTAIN MATCH EXISTING FLOW PATTERN, NO SAG OR DEPRESSION AFTER COMPACTION IS ALLOWED WITHIN THE ROADWAY AREA.
 6. DITCH SHALL INCLUDE REMOVAL OF EXISTING GRASS AND REPLACED WITH NEW HMA.



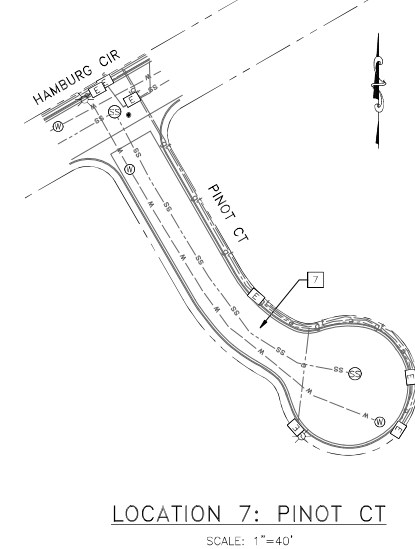
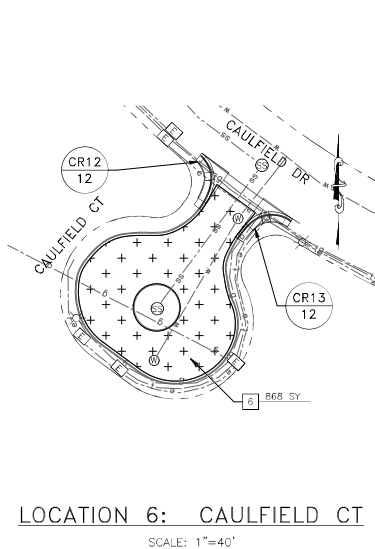
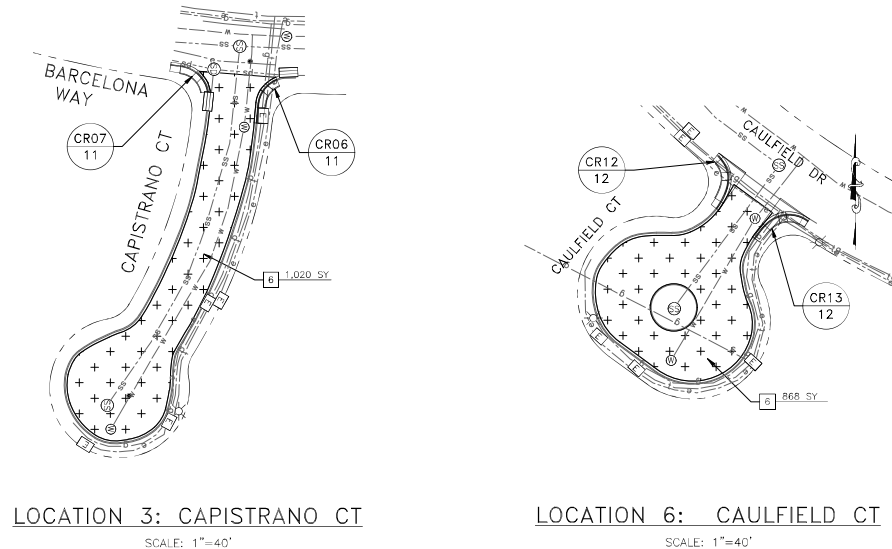
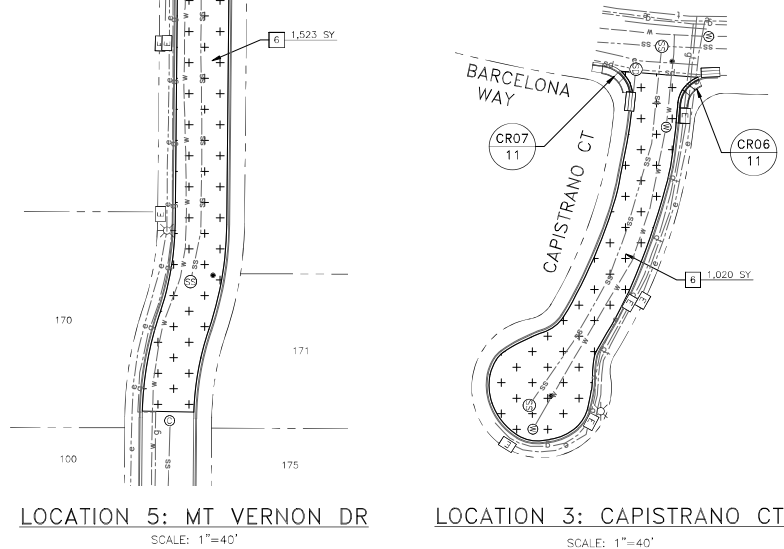
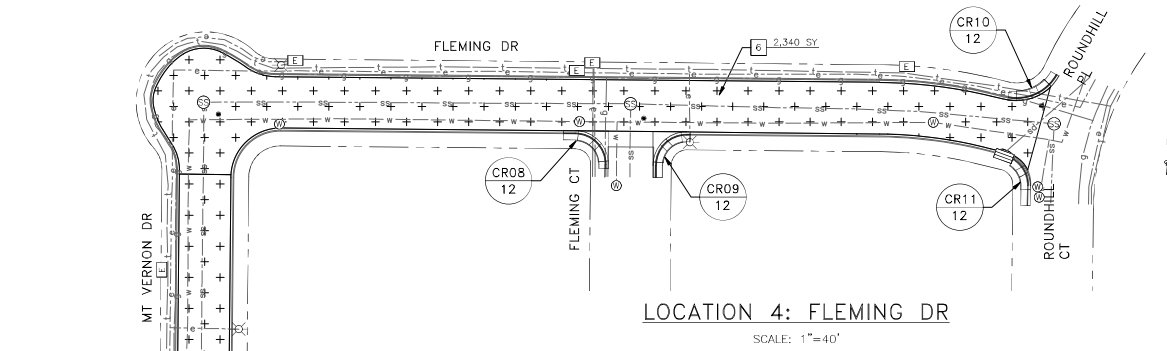
DATE	
REVISIONS	
NO.	
SCALE AS SHOWN	1"=40'
DRAWN BY	RH
DESIGNED BY	DS
APPROVED BY	-

PREPARED BY: CSG CONSULTANTS, INC.
555 PILGRIM DRIVE
FOSTER CITY, CA 94404
PHONE: (650) 322-2500
FAX: (650) 322-2599

CITY OF CLAYTON
CONTRA COSTA COUNTY - CALIFORNIA

CLAYTON NEIGHBORHOOD STREET
REHABILITATION PROJECT
PAVEMENT IMPROVEMENT PLAN

SHEET: 3 OF 21
DATE:
JOB#:

**LEGEND:****ITEM DESCRIPTION**

- TYPE II MICRO-SURFACING
- CRACK SEAL ONLY
- NEW CURB RAMP
- APPROX. CITY RIGHT OF WAY

ITEM DESCRIPTION

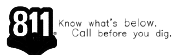
- EX SANITARY SEWER MAN-HOLE
- EX STORM DRAIN MAN-HOLE
- EX FIRE HYDRANT
- EX WATER VALVE BOX
- EX MONUMENT
- EX ELECTRICAL BOX

PROJECT NOTES:

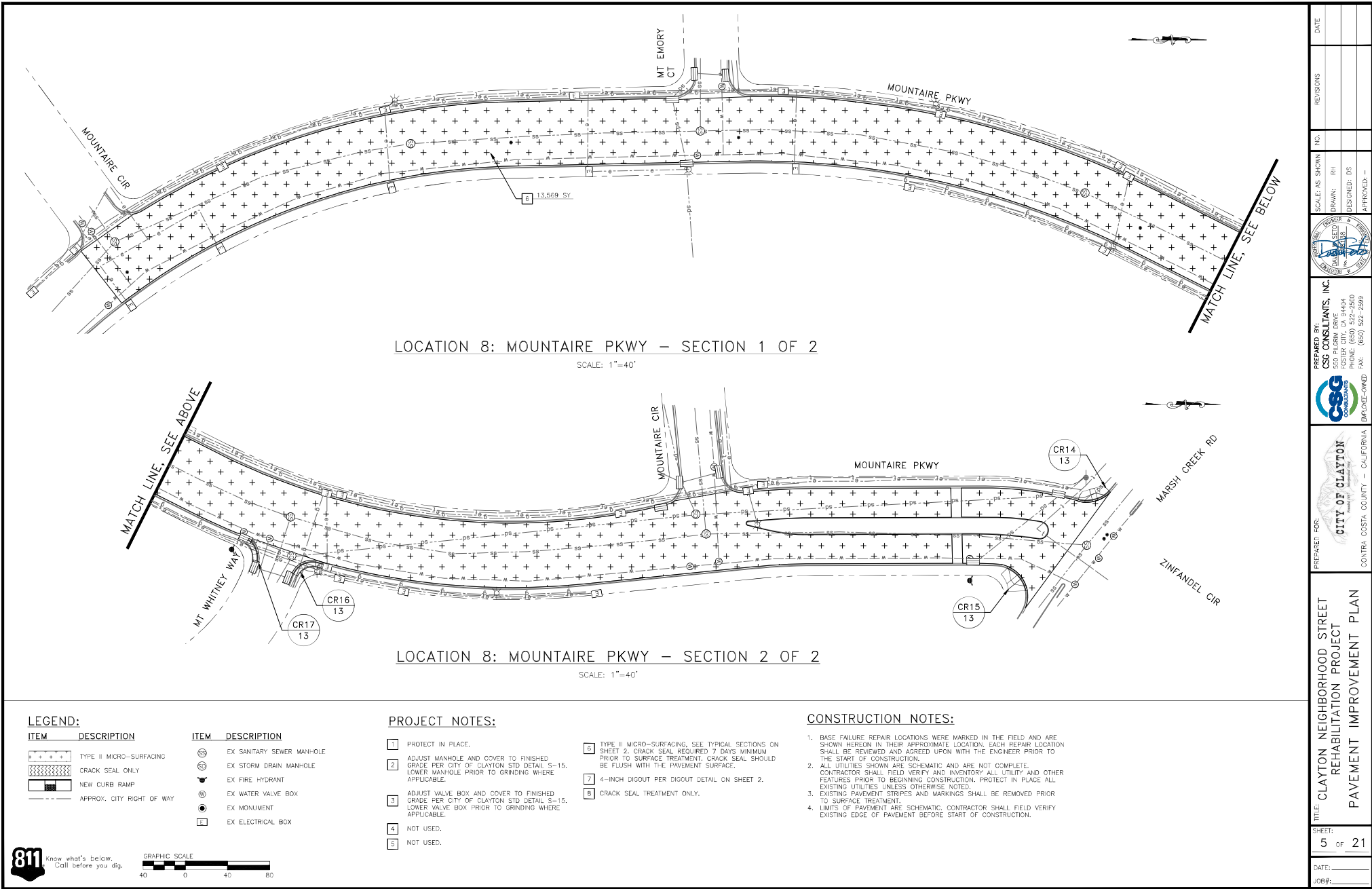
1. PROTECT IN PLACE.
2. ADJUST MANHOLE AND COVER TO FINISHED GRADE PER CITY OF CLAYTON STD DETAIL S-15. LOWER MANHOLE PRIOR TO GRINDING WHERE APPLICABLE.
3. ADJUST VALVE BOX AND COVER TO FINISHED GRADE PER CITY OF CLAYTON STD DETAIL S-15. LOWER VALVE BOX PRIOR TO GRINDING WHERE APPLICABLE.
4. NOT USED.
5. NOT USED.

CONSTRUCTION NOTES:

1. BASE FAILURE REPAIR LOCATIONS WERE MARKED IN THE FIELD AND ARE SHOWN HEREON IN THEIR APPROXIMATE LOCATION. EACH REPAIR LOCATION SHALL BE REVIEWED AND AGREED UPON WITH THE ENGINEER PRIOR TO THE START OF CONSTRUCTION.
2. ALL UTILITIES SHOWN ARE SCHEMATIC AND ARE NOT COMPLETE. CONTRACTOR SHALL FIELD VERIFY AND INVENTORY ALL UTILITY AND OTHER FEATURES PRIOR TO BEGINNING CONSTRUCTION. PROTECT IN PLACE ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.
3. EXISTING PAVEMENT STRIPES AND MARKINGS SHALL BE REMOVED PRIOR TO SURFACE TREATMENT.
4. LIMITS OF PAVEMENT ARE SCHEMATIC. CONTRACTOR SHALL FIELD VERIFY EXISTING EDGE OF PAVEMENT BEFORE START OF CONSTRUCTION.



DATE:	
REVISIONS:	
NO.:	
SCALE AS SHOWN:	RI
DRAWN:	RI
DESIGNED:	DS
APPROVED:	—
PREPARED BY: CSG CONSULTANTS, INC. 555 PULGEM DRIVE FOSTER CITY, CA 94404 PHONE: (650) 322-2500 FAX: (650) 322-2299	
PREPARED FOR: CITY OF CLAYTON CONTRA COSTA COUNTY - CALIFORNIA	
TITLE: CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT PAVEMENT IMPROVEMENT PLAN	
SHEET:	4 OF 21
DATE:	
JOB#:	



DATE	
REVISIONS	
NO.	
SCALE AS SHOWN	NO.
DRAWN	NO.
DESIGNED	NO.
APPROVED	NO.

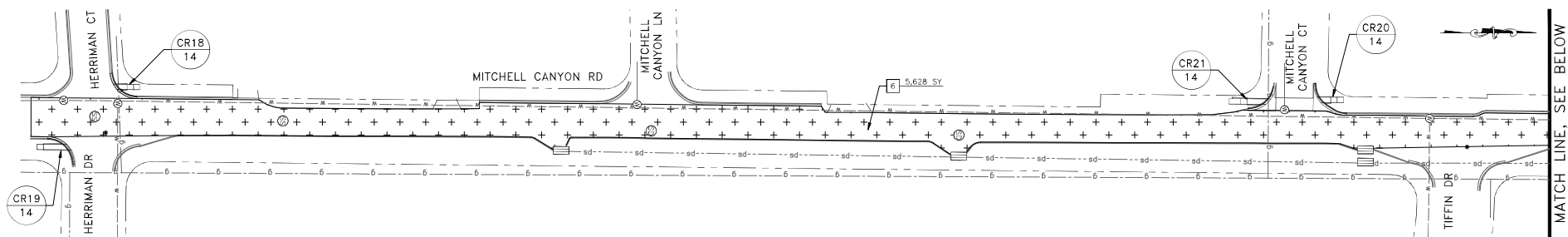
PREPARED BY: CSG CONSULTANTS, INC.
555 PULGEM DRIVE
FOSTER CITY, CA 94404
PHONE: (650) 322-2500
FAX: (650) 322-2299

CSG CONSULTANTS

CITY OF CLAYTON
CONTRA COSTA COUNTY - CALIFORNIA

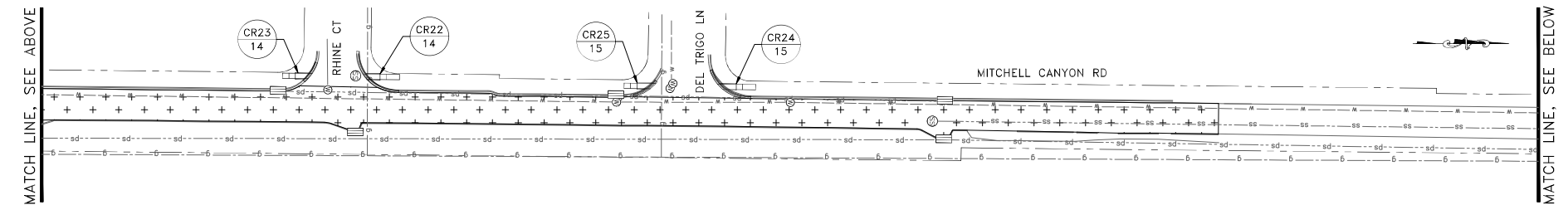
PREPARED FOR: CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT
PAVEMENT IMPROVEMENT PLAN

SHEET: 5 OF 21
DATE:
JOB#:



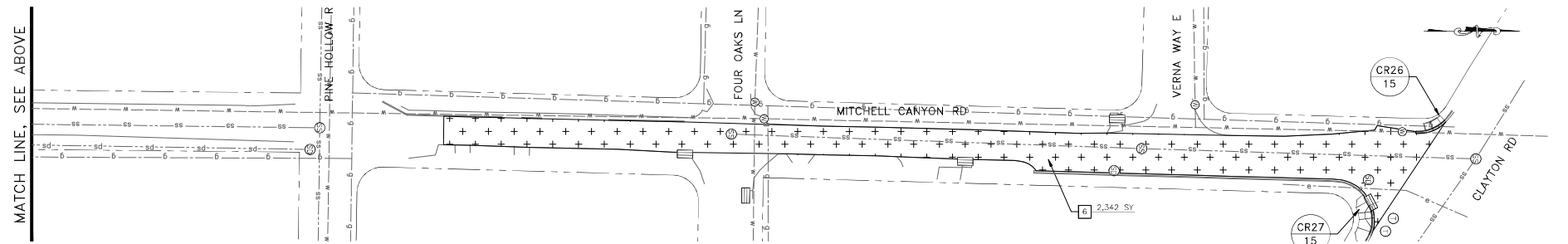
LOCATION 9: MITCHELL CANYON RD – SECTION 1 OF 3

SCALE: 1"=40'



LOCATION 9: MITCHELL CANYON RD – SECTION 2 OF 3

SCALE: 1"=40'



LOCATION 9: MITCHELL CANYON RD – SECTION 3 OF 3

SCALE: 1"=40'

LEGEND:**ITEM DESCRIPTION**

- TYPE II MICRO-SURFACING
- CRACK SEAL ONLY
- NEW CURB RAMP
- APPROX. CITY RIGHT OF WAY

ITEM DESCRIPTION

- EX SANITARY SEWER MANHOLE
- EX STORM DRAIN MANHOLE
- EX FIRE HYDRANT
- EX WATER VALVE BOX
- EX MONUMENT
- EX ELECTRICAL BOX

PROJECT NOTES:

1. PROTECT IN PLACE.
2. ADJUST MANHOLE AND COVER TO FINISHED GRADE PER CITY OF CLAYTON STD DETAIL S-15. LOWER MANHOLE PRIOR TO GRINDING WHERE APPLICABLE.
3. ADJUST VALVE BOX AND COVER TO FINISHED GRADE PER CITY OF CLAYTON STD DETAIL S-15. LOWER VALVE BOX PRIOR TO GRINDING WHERE APPLICABLE.
4. NOT USED.
5. NOT USED.
6. TYPE II MICRO-SURFACING. SEE TYPICAL SECTIONS ON SHEET 2. CRACK SEAL REQUIRED 7 DAYS MINIMUM PRIOR TO SURFACE TREATMENT. CRACK SEAL SHOULD BE FLUSH WITH THE PAVEMENT SURFACE.
7. 4-INCH DIGOUT PER DIGOUT DETAIL ON SHEET 2.
8. CRACK SEAL TREATMENT ONLY.

CONSTRUCTION NOTES:

1. BASE FAILURE REPAIR LOCATIONS WERE MARKED IN THE FIELD AND ARE SHOWN HEREON IN THEIR APPROXIMATE LOCATION. EACH REPAIR LOCATION SHALL BE REVIEWED AND AGREED UPON WITH THE ENGINEER PRIOR TO THE START OF CONSTRUCTION.
2. ALL UTILITIES SHOWN ARE SCHEMATIC AND ARE NOT COMPLETE. CONTRACTOR SHALL FIELD VERIFY AND INVENTORY ALL UTILITY AND OTHER FEATURES PRIOR TO BEGINNING CONSTRUCTION. PROTECT IN PLACE ALL EXISTING UTILITIES UNLESS OTHERWISE NOTED.
3. EXISTING PAVEMENT STRIPES AND MARKINGS SHALL BE REMOVED PRIOR TO SURFACE TREATMENT.
4. LIMITS OF PAVEMENT ARE SCHEMATIC. CONTRACTOR SHALL FIELD VERIFY EXISTING EDGE OF PAVEMENT BEFORE START OF CONSTRUCTION.



Know what's below.
Call before you dig.

GRAPHIC SCALE



DATE	REVISIONS

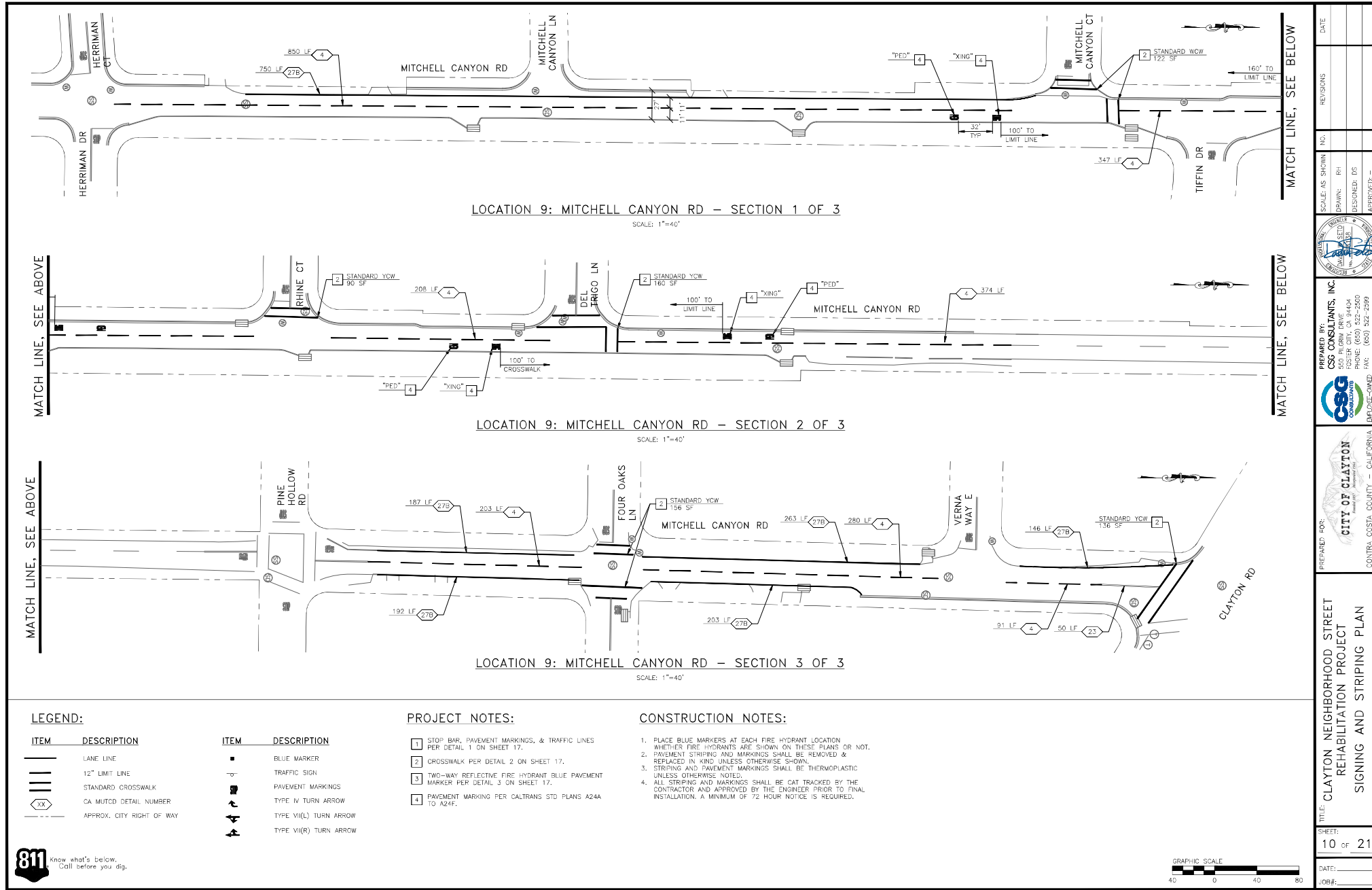


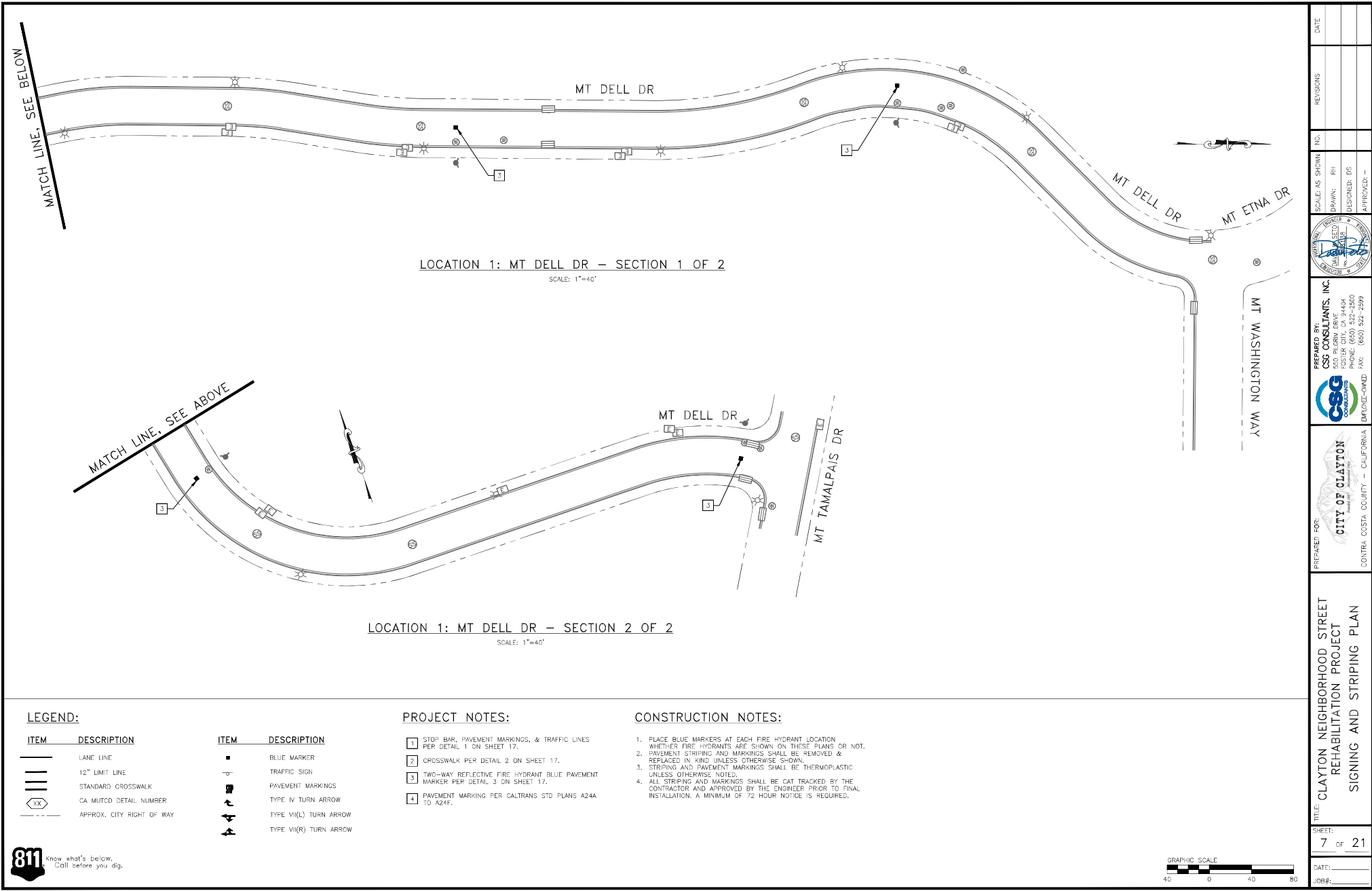
PREPARED BY: CSG CONSULTANTS, INC.
555 PULGEM DRIVE
FOSTER CITY, CA 94404
PHONE: (650) 522-2500
FAX: (650) 522-2599

PREPARED FOR: CITY OF CLAYTON
CONTRA COSTA COUNTY - CALIFORNIA

TITLE: CLAYTON NEIGHBORHOOD STREET
REHABILITATION PROJECT
PAVEMENT IMPROVEMENT PLAN

SHEET:
6 OF 21
DATE:
JOB:





DATE	
REVISIONS	
NO.	
SCALE AS SHOWN	
DRAWN	
DESIGNED	
APPROVED	

PREPARED BY:
CSG CONSULTANTS, INC.
555 PULVER DRIVE
FOSTER CITY, CA 94404
PHONE: (650) 327-2500
FAX: (650) 327-2599

CITY OF CLAYTON
CONTRA COSTA COUNTY - CALIFORNIA

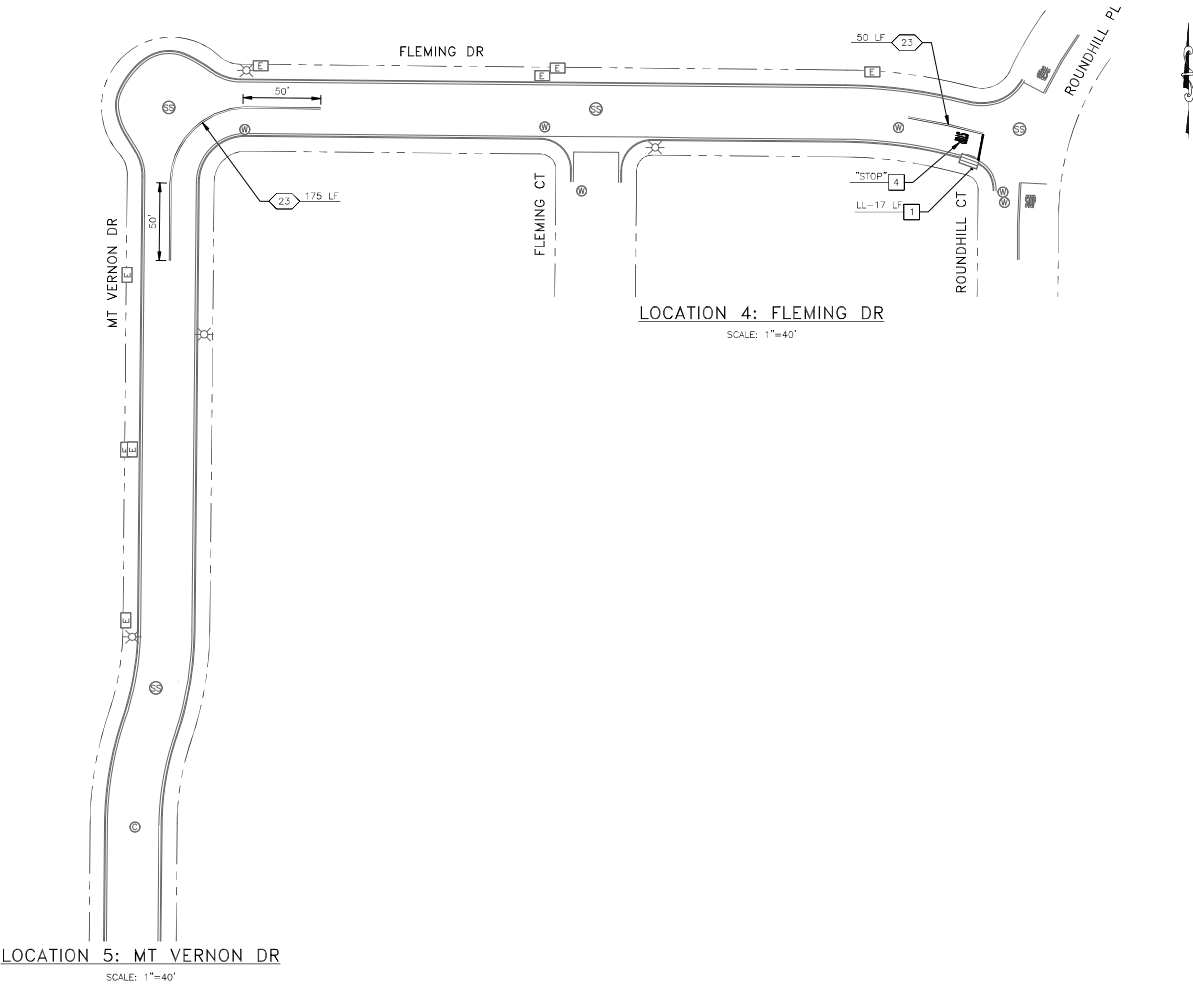
PREPARED FOR:
CITY OF CLAYTON
CONTRA COSTA COUNTY - CALIFORNIA

TITLE:
**CLAYTON NEIGHBORHOOD STREET
REHABILITATION PROJECT
SIGNING AND STRIPING PLAN**

SHEET:
7 OF 21

DATE:

JOB#:



LEGEND:

ITEM	DESCRIPTION
	LANE LINE
	12" LIMIT LINE
	STANDARD CROSSWALK
	CA MUTCD DETAIL NUMBER
	APPROX. CITY RIGHT OF WAY

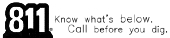
ITEM	DESCRIPTION
	BLUE MARKER
	TRAFFIC SIGN
	PAVEMENT MARKINGS
	TYPE IV TURN ARROW
	TYPE VII(L) TURN ARROW
	TYPE VII(R) TURN ARROW

PROJECT NOTES:

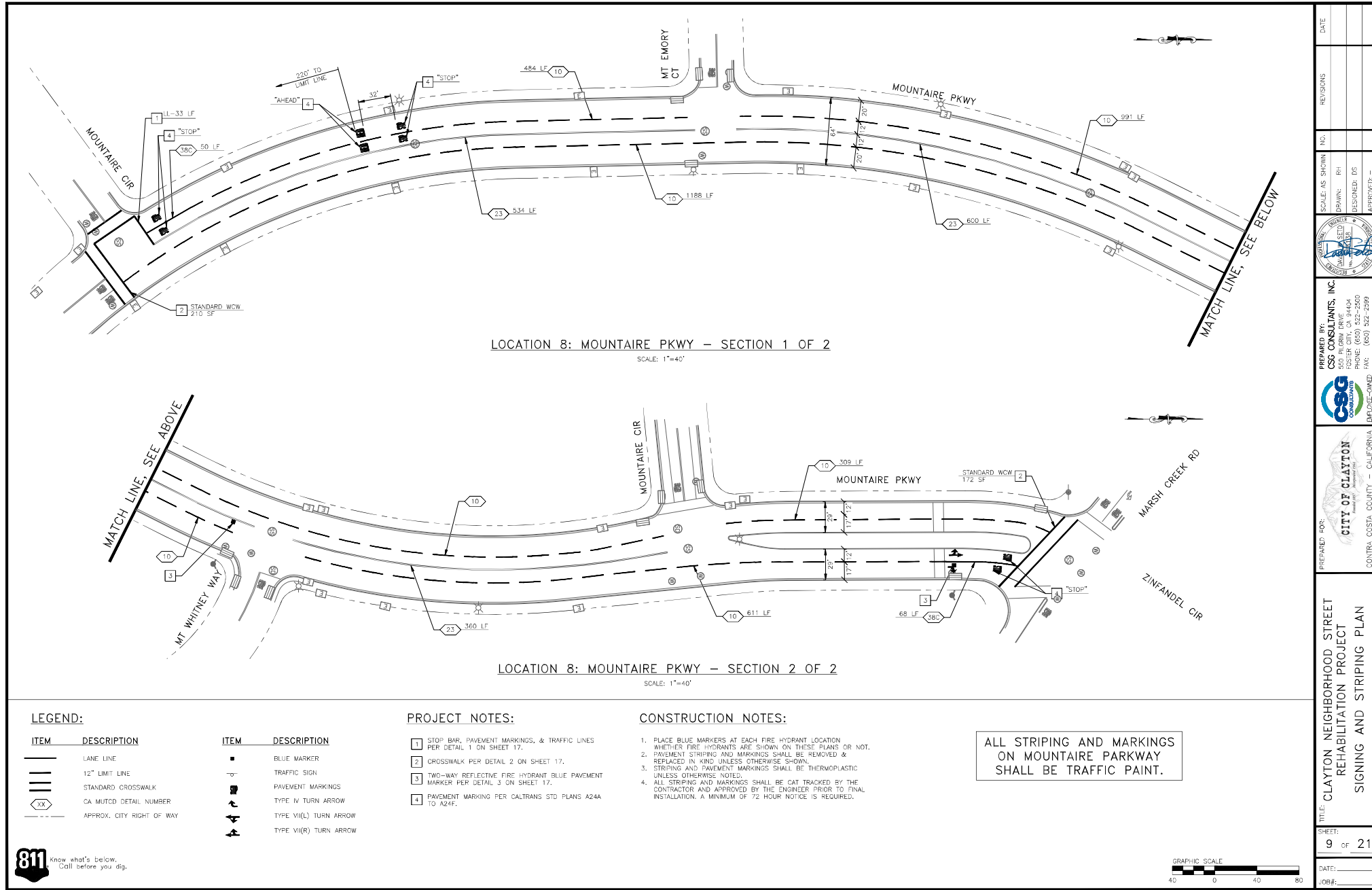
- 1 STOP BAR, PAVEMENT MARKINGS, & TRAFFIC LINES PER DETAIL 1 ON SHEET 17.
- 2 CROSSWALK PER DETAIL 2 ON SHEET 17.
- 3 TWO-WAY REFLECTIVE FIRE HYDRANT BLUE PAVEMENT MARKER PER DETAIL 3 ON SHEET 17.
- 4 PAVEMENT MARKING PER CALTRANS STD PLANS A24A TO A24F.

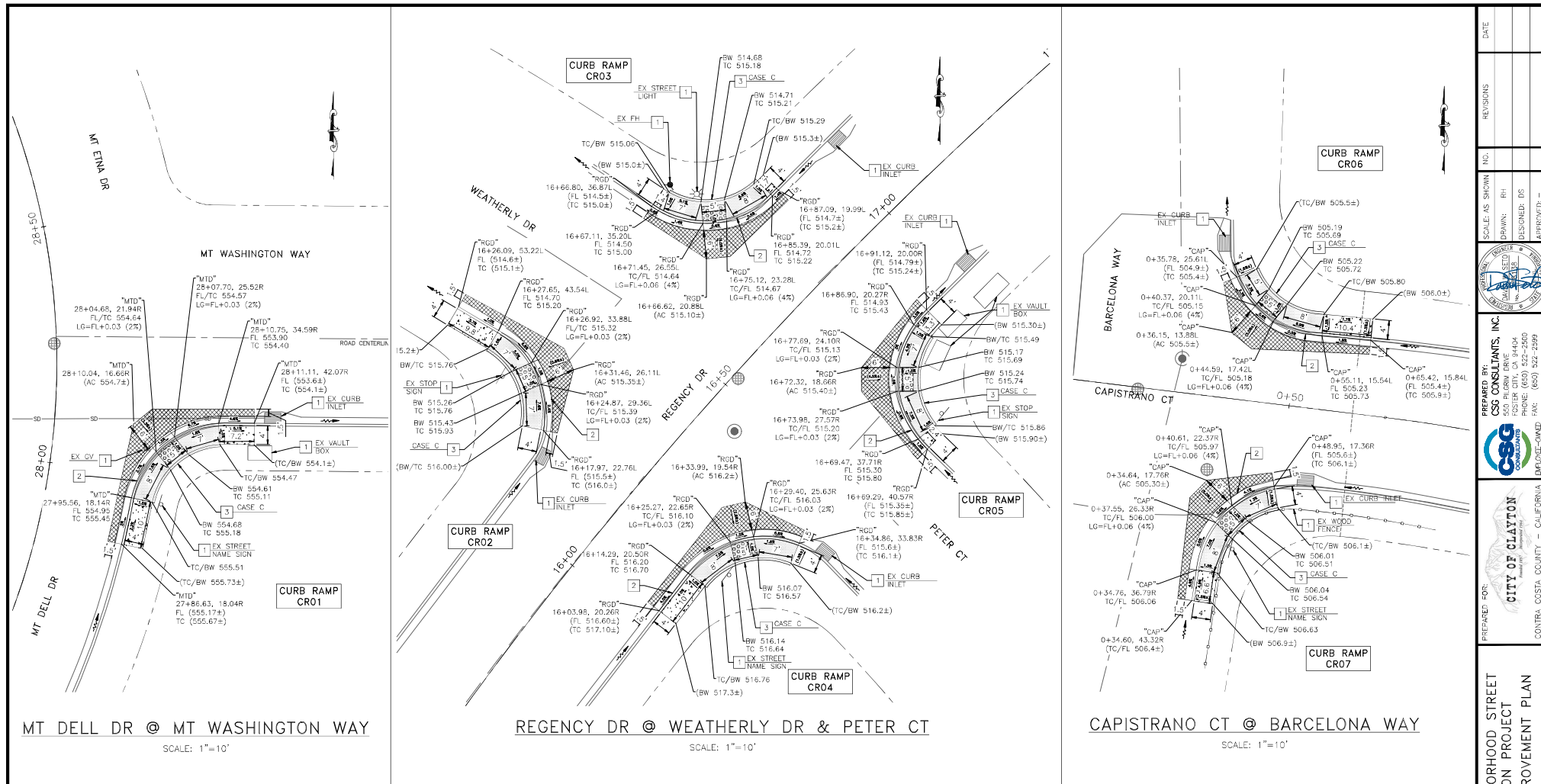
CONSTRUCTION NOTES:

- 1. PLACE BLUE MARKERS AT EACH FIRE HYDRANT LOCATION WHETHER FIRE HYDRANTS ARE SHOWN ON THESE PLANS OR NOT.
- 2. PAVEMENT STRIPING AND MARKINGS SHALL BE REMOVED & REPLACED IN KIND UNLESS OTHERWISE SHOWN.
- 3. STRIPING AND PAVEMENT MARKINGS SHALL BE THERMOPLASTIC UNLESS OTHERWISE NOTED.
- 4. ALL STRIPING AND MARKINGS SHALL BE CAT TRACKED BY THE CONTRACTOR AND APPROVED BY THE ENGINEER PRIOR TO FINAL INSTALLATION. A MINIMUM OF 72 HOUR NOTICE IS REQUIRED.



DATE:	REVISIONS:	NO.:	SCALE AS SHOWN:	DRAWN:	DESIGNED:	APPROVED:
PREPARED BY: CSG CONSULTANTS, INC. 555 PILGRIM DRIVE FOSTER CITY, CA 94404 PHONE: (650) 322-2500 FAX: (650) 322-2299						
CITY OF CLAYTON CONTRA COSTA COUNTY - CALIFORNIA						
TITLE: CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT SHEET: 8 OF 21 DATE: JOB#:						



**LEGEND:**

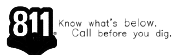
ITEM	DESCRIPTION	ITEM	DESCRIPTION
(FL 80.00±)	EXISTING SPOT ELEVATION, CONFORM TO EXISTING		PCC CURB & GUTTER
FL 80.00	PROPOSED SPOT ELEVATION		PCC CURB RAMP
	EXISTING SLOPE		PCC RETAINING CURB (CURB RAMP)
	PROPOSED SLOPE		DETECTABLE WARNING SURFACE
			PCC SIDEWALK
			6" THICK HMA DEEPLUT CONFORM
			PCC VALLEY GUTTER

PROJECT NOTES:

1. PROTECT IN PLACE.
2. CONSTRUCT CURB, GUTTER AND SIDEWALK PER CITY STD DETAIL S-8.
3. CONSTRUCT CURB RAMP PER CALTRANS STD PLAN AR8A & AR8B.
4. CONSTRUCT VALLEY GUTTER PER DETAIL 4 ON SHEET 17.

CONSTRUCTION NOTES:

1. CURB RAMP TYPE MAY BE CHANGED TO SUIT FIELD CONDITION PER APPROVAL FROM THE ENGINEER.
2. ALL CURB RAMP SHALL COMPLY WITH THE MAXIMUM SLOPES, MINIMUM DIMENSIONS, DETECTABLE WARNING SURFACE, AND OTHER MISCELLANEOUS REQUIREMENTS PER CITY STANDARD.
3. CONFORM TO EXISTING SIDEWALK, CURB & GUTTER AT NEAREST SCORELINE/CONSTRUCTION JOINT, AND COMPLY WITH CITY STANDARD.
4. SCORE LINE PATTERNS ON NEW SIDEWALK SHALL MATCH EXISTING ON ADJACENT SIDEWALK.
5. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT PRIOR TO THE START OF CONSTRUCTION.
6. MAINTAIN EXISTING CURB RETURN RADIUS AND FLOW LINE ALIGNMENT. UNLESS NOTED OTHERWISE, CONTRACTOR TO COORDINATE WITH IMPACTED UTILITY FACILITY COMPANIES PRIOR TO THE START OF CONSTRUCTION.
7. EXISTING LANDSCAPE, LAWN, IRRIGATION SYSTEM SHALL BE ADJUSTED ACCORDINGLY TO FIT NEW CURB RAMP. CONTRACTOR TO RESTORE DISTURBED LANDSCAPING.
8. ALL MANHOLES, VALVES, AND PULL BOXES WITHIN THE LIMIT OF CONCRETE IMPROVEMENT SHALL BE ADJUSTED TO FINAL GRADE.
9. ALL IMPROVEMENT SHALL BE WITHIN CITY RIGHT OF WAY.
10. ALL CURB MARKINGS AFFECTED BY NEW RAMP SHALL BE REPAINTED.

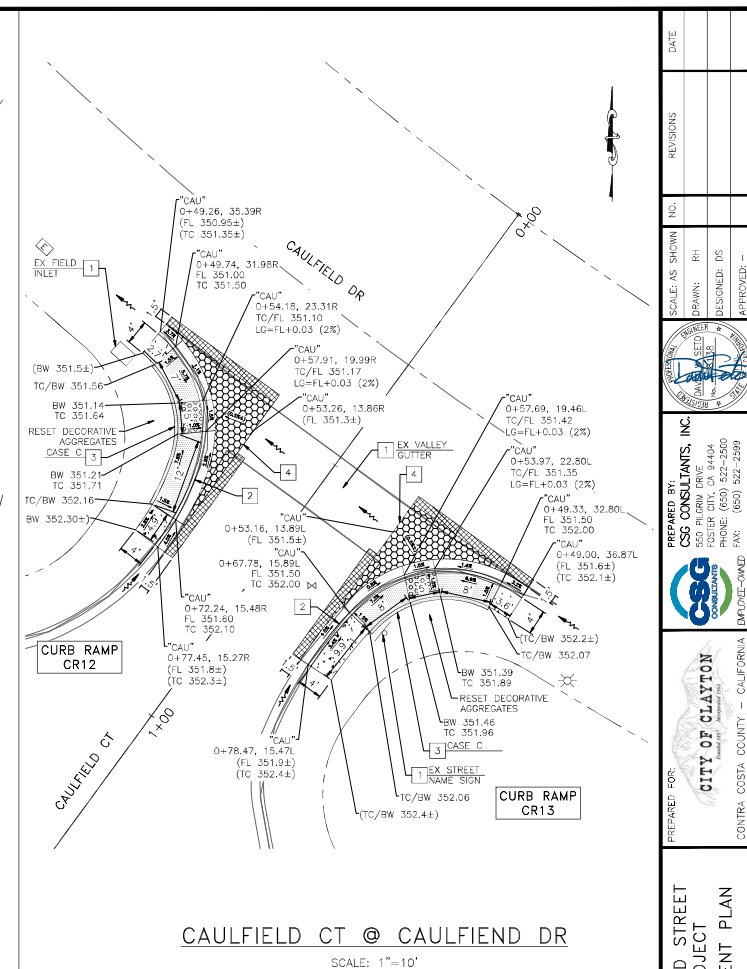


DATE	
REVISIONS	
NO.	
SCALE AS SHOWN	
DRAWN: RH	
DESIGNED: DS	
APPROVED: -	

CITY OF CLAYTON

CONTRA COSTA COUNTY - CALIFORNIA

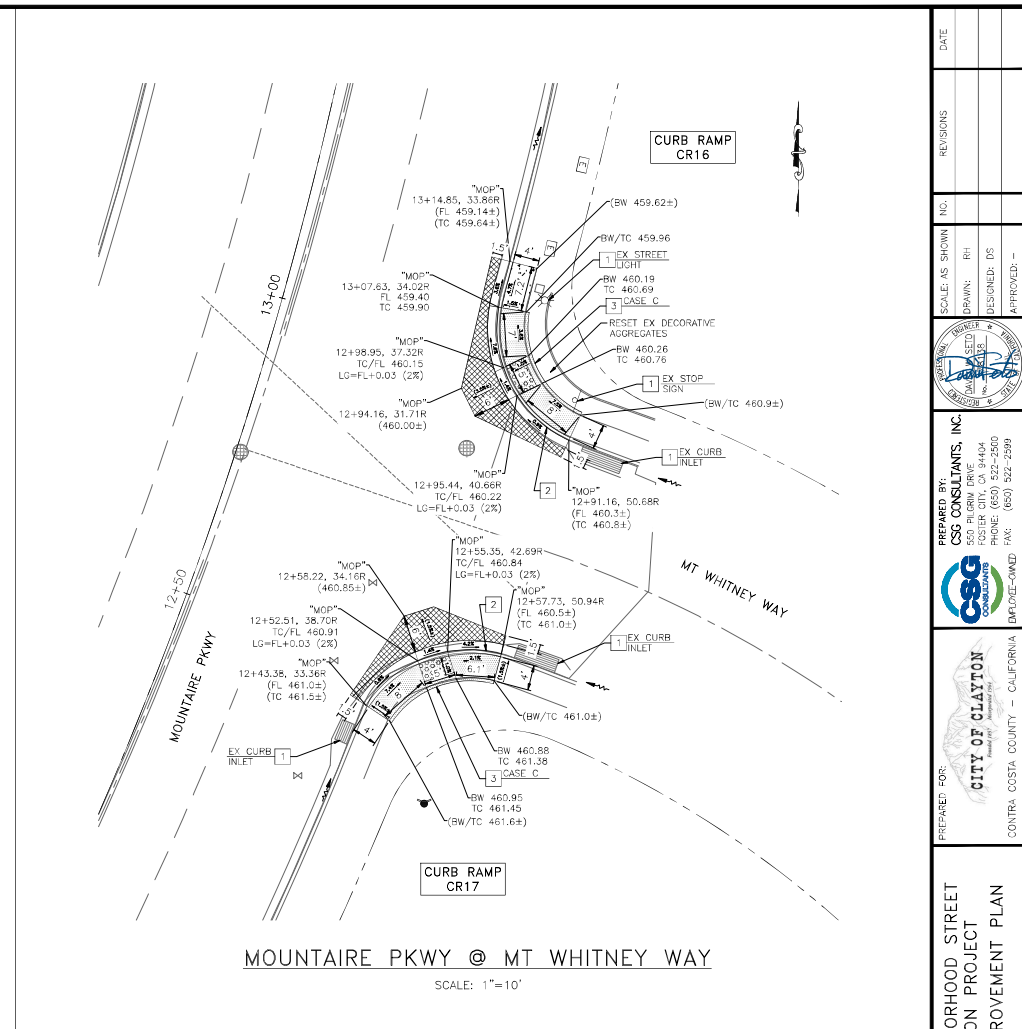
PREPARED BY:	CSG CONSULTANTS, INC.
DRAWN:	555 PULVER DRIVE
PHONE:	(925) 322-2500
FAX:	(925) 322-2599
PROJECT:	CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT
SHEET:	11 OF 21
DATE:	
JOB:	












CONSTRUCTION NOTES:

1. CURB RAMP TYPE MAY BE CHANGED TO SUIT FIELD CONDITION PER APPROVAL FROM THE ENGINEER.
2. ALL CURB RUMPS SHALL COMPLY WITH THE MAXIMUM SLOPES, MINIMUM DIMENSIONS, DETECTABLE WARNING SURFACE, AND OTHER MISCELLANEOUS REQUIREMENTS PER CITY STANDARD.
3. CONFORM TO EXISTING SIDEWALK, CURB & GUTTER AT NEAREST SCORELINE/CONSTRUCTION JOINT, AND COMPLY WITH CITY STANDARD
4. SCORE LINE PATTERNS ON NEW SIDEWALK SHALL MATCH EXISTING ON ADJACENT SIDEWALK.
5. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT PRIOR TO THE START OF CONSTRUCTION.
6. MAINTAIN EXISTING CURB RETURN RADIUS AND FLOW LINE ALIGNMENT. CONTRACTOR NOTED OTHERWISE: CONTRACTOR TO COORDINATE WITH IMPACTED UTILITY FACILITY COMPANIES PRIOR TO THE START OF CONSTRUCTION.
7. EXISTING LANDSCAPE, LAWN, IRRIGATION SYSTEM SHALL BE ADJUSTED ACCORDINGLY TO FIT NEW CURB RAMP. CONTRACTOR TO RESTORE DISTURBED LANDSCAPING.
8. ALL MANHOLES, VALVES, AND PULL BOXES WITHIN THE LIMIT OF CONCRETE IMPROVEMENT SHALL BE ADJUSTED TO FINAL GRADE.
9. ALL IMPROVEMENT SHALL BE WITHIN CITY RIGHT OF WAY.
10. ALL CURB MARKINGS AFFECTED BY NEW RAMP SHALL BE REPAINTED.



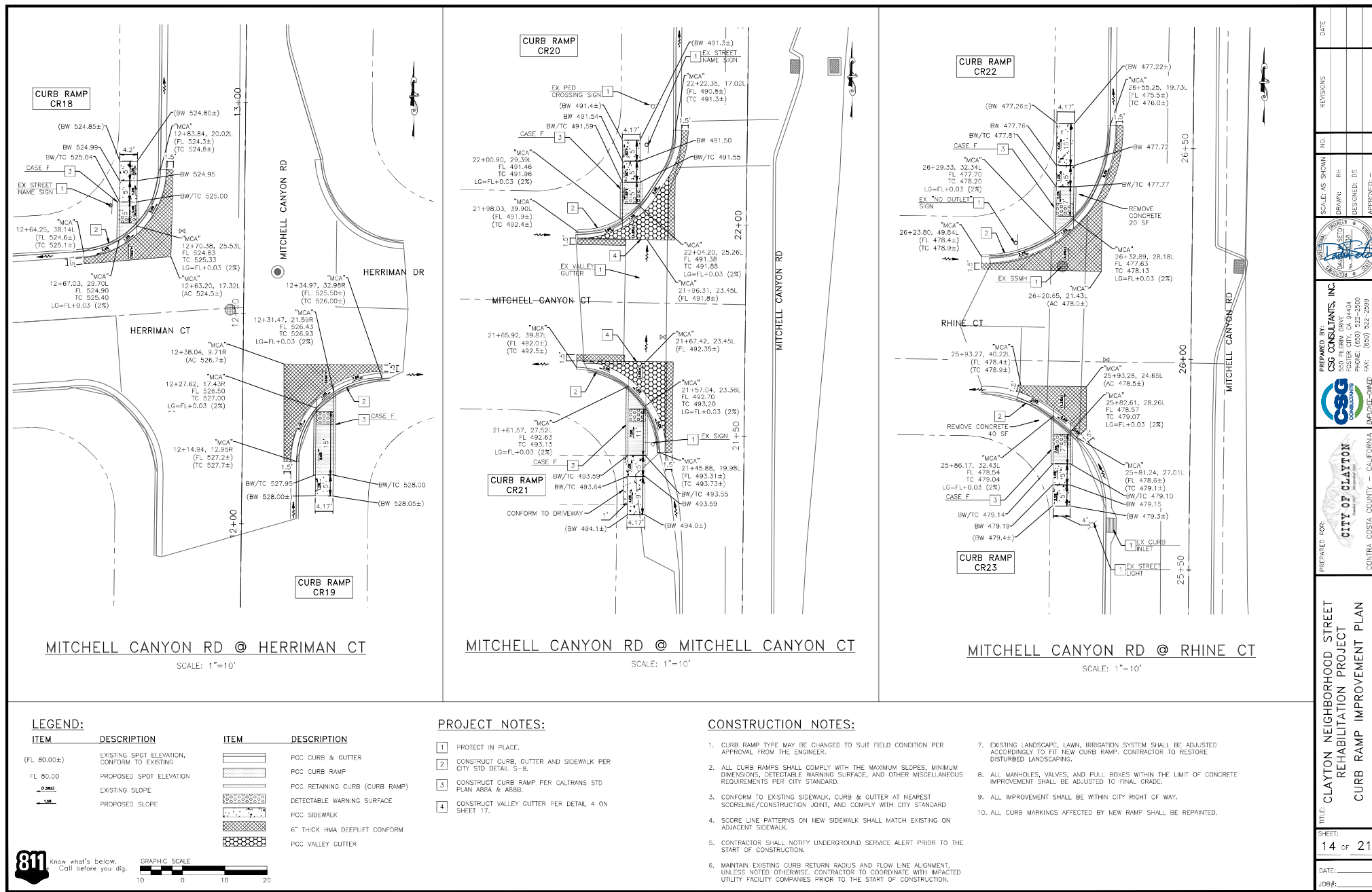


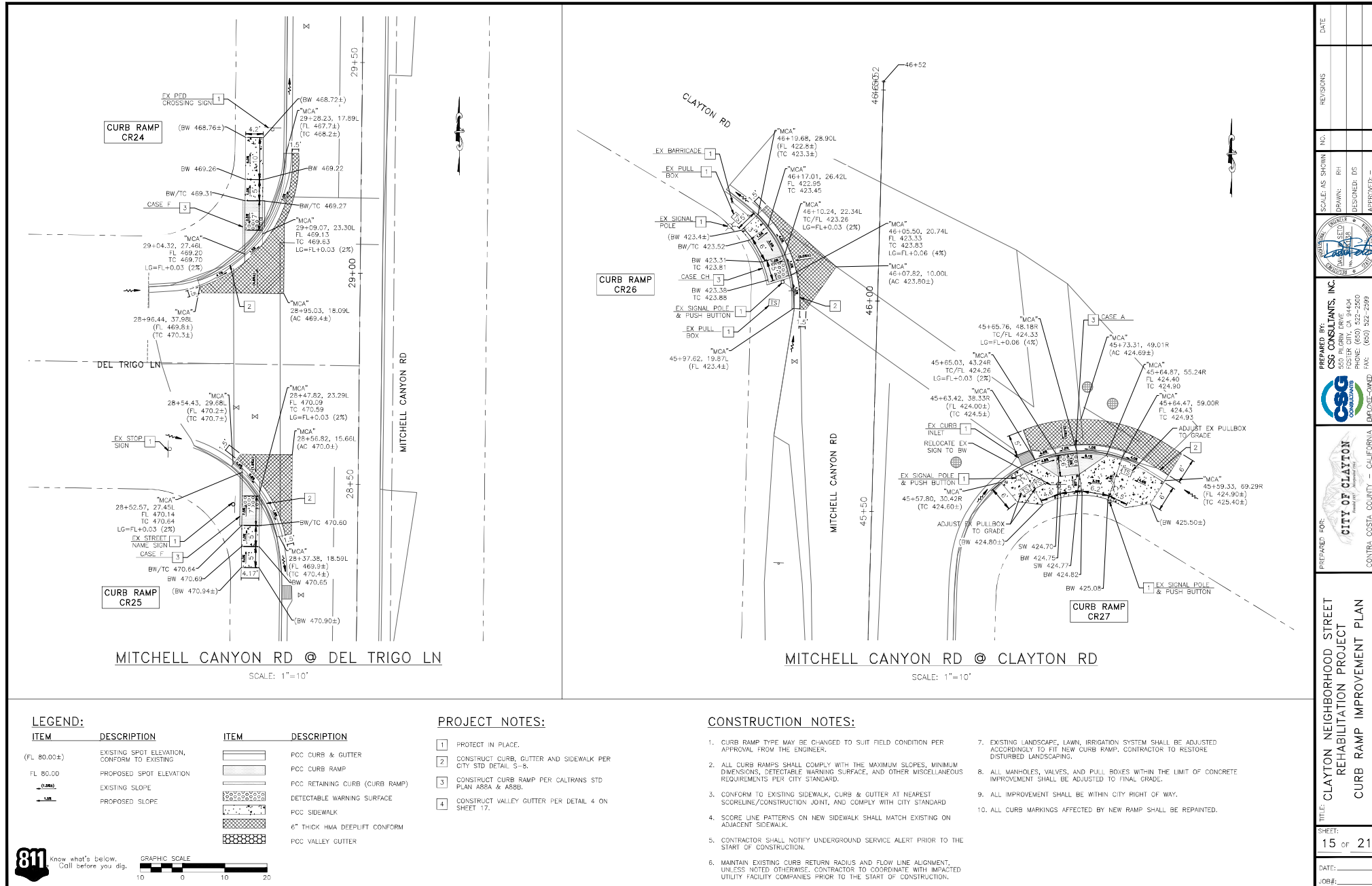
LEGEND:			
ITEM	DESCRIPTION	ITEM	DESCRIPTION
(FL 80.00±)	EXISTING SPOT ELEVATION, CONFORM TO EXISTING		PCC CURB & GUTTER
FL 80.00	PROPOSED SPOT ELEVATION		PCC CURB RAMP
	EXISTING SLOPE		PCC RETAINING CURB (CURB RAMP)
	PROPOSED SLOPE		DETECTABLE WARNING SURFACE
			PCC SIDEWALK
			6" THICK HMA DEEPLIFT CONFORM
			PCC VALLEY CUTTER

- 1 PROTECT IN PLACE.
- 2 CONSTRUCT CURB, GUTTER AND SIDEWALK PER CITY STD DETAIL S-8.
- 3 CONSTRUCT CURB RAMP PER CALTRANS STD PLAN A88A & A88B.
- 4 CONSTRUCT VALLEY GUTTER PER DETAIL 4 ON SHEET 17.

1. CURB RAMP TYPE MAY BE CHANGED TO SUIT FIELD CONDITION PER APPROVAL FROM THE ENGINEER.
2. ALL CURB RAMP SHALL COMPLY WITH THE MAXIMUM SLOPES, MINIMUM DIMENSIONS, DETECTABLE WARNING SURFACE, AND OTHER MISCELLANEOUS REQUIREMENTS PER CITY STANDARD.
3. CONFORM TO EXISTING SIDEWALK, CURB & GUTTER AT NEAREST SCORELINE/CONSTRUCTION JOINT, AND COMPLY WITH CITY STANDARD
4. SCORE LINE PATTERNS ON NEW SIDEWALK SHALL MATCH EXISTING ON ADJACENT SIDEWALK.
5. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT PRIOR TO THE START OF CONSTRUCTION.
6. MAINTAIN EXISTING CURB RETURN RADIUS AND FLOW LINE ALIGNMENT, UNLESS NOTED OTHERWISE; CONTRACTOR TO COORDINATE WITH IMPACTED UTILITY FACILITY COMPANIES PRIOR TO THE START OF CONSTRUCTION.
7. EXISTING LANDSCAPE, LAWN, IRRIGATION SYSTEM SHALL BE ADJUSTED ACCORDINGLY TO FIT NEW CURB RAMP. CONTRACTOR TO RESTORE DISTURBED LANDSCAPING.
8. ALL MAN-HOLES, VALVES, AND PULL BOXES WITHIN THE LIMIT OF CONCRETE IMPROVEMENT SHALL BE ADJUSTED TO FINAL GRADE.
9. ALL IMPROVEMENT SHALL BE WITHIN CITY RIGHT OF WAY.
10. ALL CURB MARKINGS AFFECTED BY NEW RAMP SHALL BE REPAINTED.

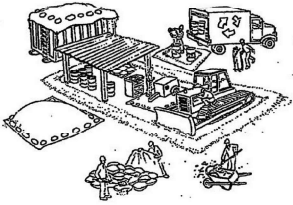
DATE:	SHEET:	TITLE:	CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT CURB RAMP IMPROVEMENT PLAN	PREPARED FOR:  CITY OF CLAYTON <small>Official Seal of the City of Clayton</small> CONTRA COSTA COUNTY - CALIFORNIA	PREPARED BY:  CSG CONSULTANTS, INC. 550 N. BIRMA RD. FOSTER CITY, CA 94404 PHONE: (650) 522-2500 EMPLOYEE-OWNED FAX: (650) 522-2599		SCALE AS SHOWN	NO.	REVISIONS	DATE
							DRAWN: RH DESIGNED: DS APPROVED:			





Contra Costa Clean Water Program

Program Participants: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek, Contra Costa County and Contra Costa Flood Control and Water Conservation District



Pollution Prevention — It's Part of the Plan

Make sure your crews and subs do the job right!

Runoff from streets and other paved areas is a major source of pollution in San Francisco Bay and Delta. Construction activities can directly affect the health of the Bay unless contractors and crews plan ahead to keep dirt, debris and other construction waste away from storm drains and local creeks. Following these guidelines will help ensure your compliance with local agency stormwater ordinance requirements.



Materials storage + spill cleanup

Non-hazardous materials management

- ✓ Sand, dirt and similar materials must be stored at least 10 feet from catch basins and covered with a tarp during wet weather or when rain is forecast.
- ✓ Use (but don't overuse) reclaimed water for dust control as needed.
- ✓ Sweep streets and other paved areas daily. Do not wash down streets or work areas with water.
- ✓ Recycle all asphalt, concrete and aggregate base material from demolition activities.
- ✓ Check dumpsters regularly for leaks and to make sure they don't overflow. Repair or replace leaking dumpsters promptly. Cover dumpsters during wet weather.

Hazardous materials management

- ✓ Label all hazardous materials and wastes (such as pesticides, paints, thinners, solvents, fuel, oil and antifreeze) in accordance with local agency, state and federal regulations.
- ✓ Store hazardous materials and wastes in secondary containment and cover them during wet weather.
- ✓ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ✓ Be sure to arrange for appropriate disposal of all hazardous wastes.

Spill prevention and control

- ✓ Keep a stockpile of spill cleanup materials (rags, absorbents, etc.) available at the construction site at all times.
- ✓ When spills or leaks occur, contain them immediately and be particularly careful to prevent leaks and spills from reaching the gutter, street or storm drain. Never wash spilled material into a gutter, street, storm drain or creek!
- ✓ Report any hazardous materials spills immediately.

Vehicle and equipment maintenance + cleaning

- ✓ Inspect vehicles and equipment for leaks frequently. Use drip pans to catch leaks until repairs are made; repair leaks promptly.
- ✓ Fuel and maintain vehicles on-site only in a bermed area or over a drip pan that is big enough to prevent runoff.
- ✓ If you must clean vehicles or equipment on-site, clean with water only in a bermed area that will not allow rinsewater to run into gutters, streets, storm drains or creeks.
- ✓ Do not clean vehicles or equipment on-site using soaps, solvents, degreasers, steam cleaning equipment, etc.



Earthwork + contaminated soils

- ✓ Keep excavated soil on the site where it is least likely to collect in the street. Transfer to dump trucks should take place on the site, not in the street.
- ✓ Use straw bales, silt fences or other control measures to minimize the flow of silt off the site.
- ✓ Avoid scheduling earth moving activities during the rainy season if possible. If grading activities during wet weather are allowed in your permit, be sure to implement all control measures necessary to prevent erosion.
- ✓ Mature vegetation is the best form of erosion control. Minimize disturbance to existing vegetation whenever possible.
- ✓ If you disturb a slope during construction, prevent erosion by securing the soil with erosion control fabric, seed with fast-growing grasses or other appropriate erosion control measures.
- ✓ If you suspect contamination (from site history, discoloration, odor, texture, abandoned underground tanks or pipes, or buried debris) call the local agency.



Dewatering operations

- ✓ Reuse water for dust control, irrigation or another on-site purpose to the greatest extent possible.
- ✓ Be sure to call the local agency before discharging water to a street, gutter or storm drain. Filtration or diversion through a basin, tank or sediment trap may be required.
- ✓ In areas of known contamination, testing is required prior to reuse or discharge of groundwater. Consult with the local agency to determine what testing to do and to interpret results. Contaminated groundwater must be treated or hauled off-site for proper disposal.



Saw cutting

- ✓ Always completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, straw bales, sand bags or fine gravel dams to keep slurry out of the storm drain system.
- ✓ Shovel, absorb or vacuum saw cut slurry and pick up all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ✓ If saw cut slurry enters a catch basin, clean it up immediately.

Paving/asphalt work

- ✓ Do not pave during wet weather or when rain is forecast.
- ✓ Always cover storm drain inlets and manholes when paving or applying seal coat, tack coat, slurry seal or fog seal.
- ✓ Place drip pans or absorbent material under paving equipment when not in use.
- ✓ Protect gutters, ditches and drainage courses with straw bales, sand bags or earthen berms.
- ✓ Do not sweep or wash down excess sand from sand sealing into gutters, storm drains or creeks. Collect sand and return it to the stockpile or dispose of it as trash.
- ✓ Do not use water to wash down fresh asphalt or concrete pavement.



Concrete, grout and mortar storage + waste disposal

- ✓ Be sure to store concrete, grout and mortar under cover and away from drainage areas. These materials must never reach a storm drain.
- ✓ Wash out concrete equipment/trucks off-site or designate an on-site area for washing where water will flow onto dirt or into a temporary pit in a dirt area. Let the water seep into the soil and dispose of hardened concrete with trash.
- ✓ If a suitable dirt area is not available, collect the wash water and remove it for appropriate disposal off-site.
- ✓ Divert water from washing exposed aggregate concrete to a dirt area where it will not run into a gutter, street or storm drain. If a suitable dirt area is not available, filter the wash water before discharging to a storm drain.



Painting

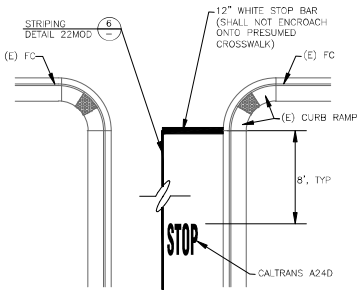
- ✓ Never rinse paint brushes or materials in a gutter or street!
- ✓ Paint out excess water-based paint before rinsing brushes, rollers or containers in a sink. If you can't use a sink, direct wash water to a dirt area and spade it in.
- ✓ Paint out excess oil-based paint before cleaning brushes in thinner.
- ✓ Filter paint thinners and solvents for re-use whenever possible. Dispose of oil-based paint sludge and unusable thinner as hazardous waste.



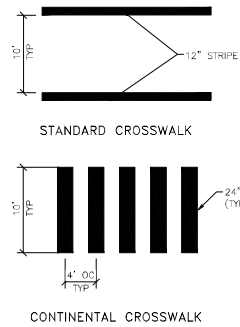
Local Agencies: Antioch(925)779-7035; Brentwood(925)634-6920; Clayton(925)672-6690; Concord(925)671-3127; Danville(925)314-3310; El Cerrito(510)215-4382; Hercules(510)799-8547; Lafayette(925)284-1951; Martinez(925)372-3515; Moraga(925)376-2590; Orinda(925)253-4231; Pinole(510)724-9010; Pittsburg(925)439-4961; Pleasant Hill(925)671-5264; Richmond(510)307-8091; San Pablo(510)215-3030; San Ramon(925)275-2250; Walnut Creek(925)943-5834; Contra Costa County(925)313-2238; Contra Costa Clean Water Program(925)313-2392

Storm drain polluters may be liable for fines of up to \$10,000 per day plus \$10 per gallon!

DATE	
REVISIONS	
NO.	
SCALE AS SHOWN	
DRAWN BY	
DESIGNED BY	
APPROVED BY	
PREPARED BY: CSG CONSULTANTS, INC. 555 PULVER DRIVE FOSTER CITY, CA 94404 PHONE: (650) 322-2500 FAX: (650) 322-2599	
PREPARED FOR: CITY OF CLAYTON CONTRA COSTA COUNTY - CALIFORNIA	
TITLE: CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT SHEET: 16 OF 21 DATE: JOB#:	

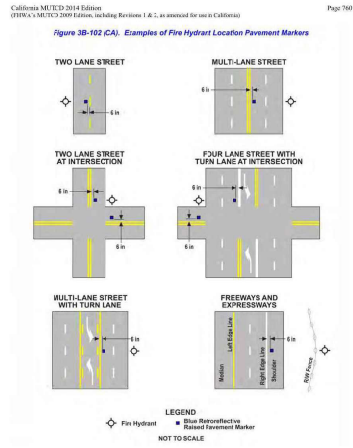


1 STOP BAR, PAVEMENT MARKINGS & TRAFFIC LINES
N.T.S.

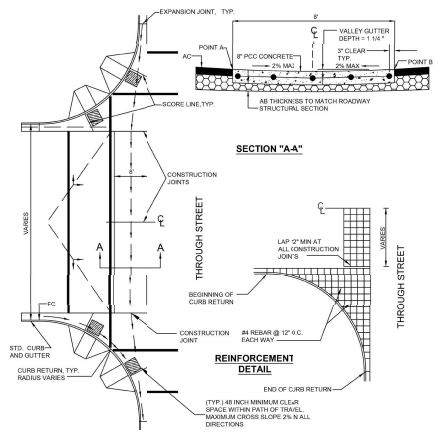


- NOTES:
1. COMPLY WITH CALTRANS STD. PLAN A24F.
 2. STAGGER STRIPE MARKING TO AVOID WHEEL PATHS.
 3. MARKINGS SHALL BE YELLOW NEAR SCHOOL ZONES, AND WHITE EVERYWHERE ELSE.
 4. ALIGN THE CROSSWALK STRIPE CLOSEST TO THE INTERSECTION BY USING THE EXTENSION OF FACE OF CURB. THEN MARK THE BACK CROSSWALK STRIPE WITH 10-FOOT OF CLEAR SPACE. FULL RAMP LANDING MUST BE WITHIN THE CROSSWALK AND ALIGNED TO THE CENTER OF CURB RAMP WHENEVER FEASIBLE. FINAL CROSSWALK LAYOUT SHALL BE APPROVED BY THE ENGINEER.

2 TYPICAL CROSSWALK MARKING
N.T.S.

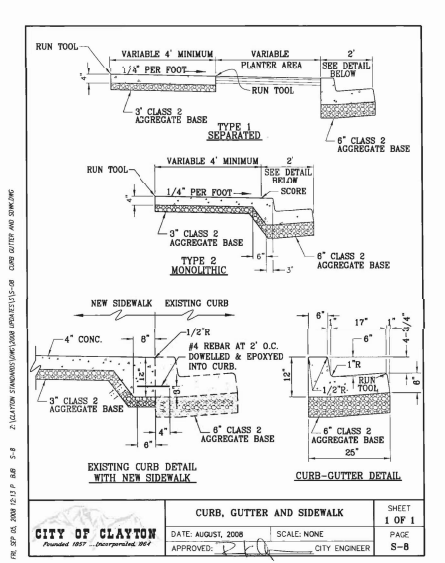
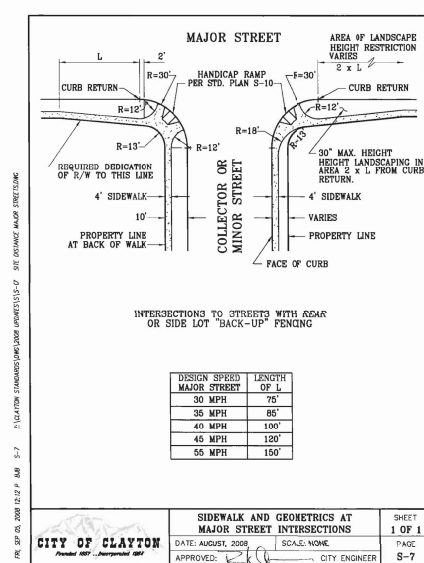
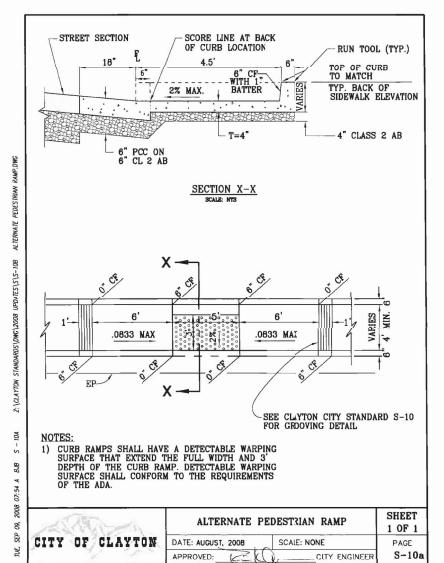
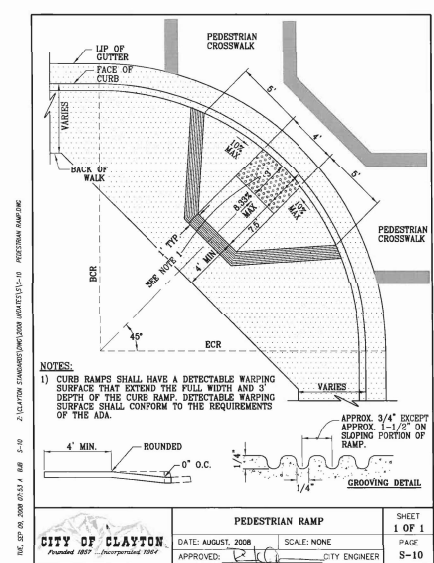
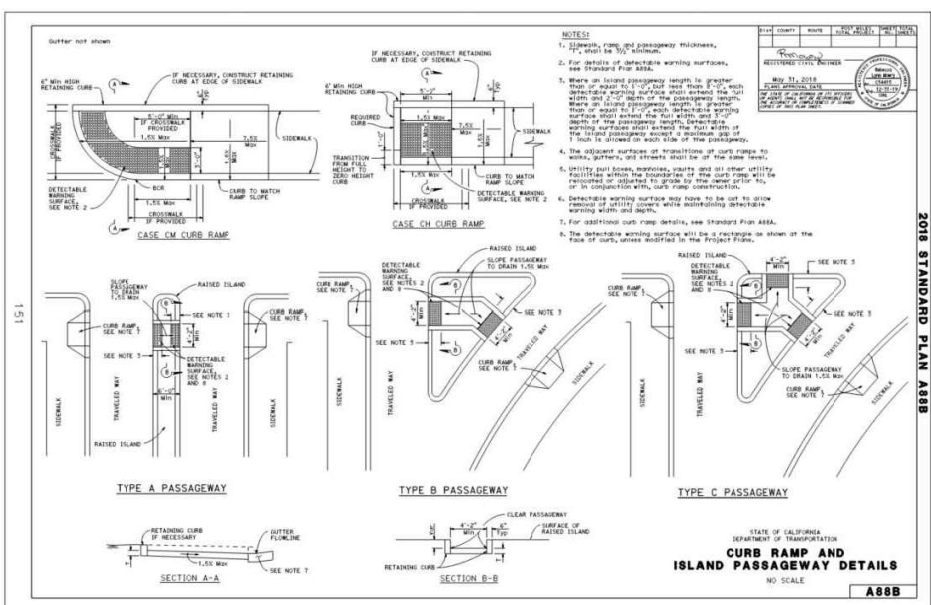
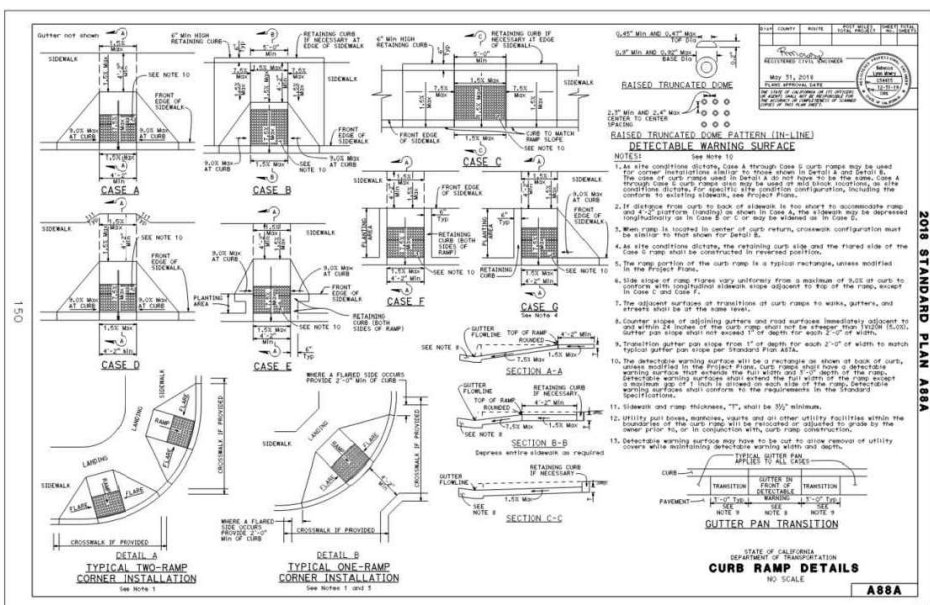


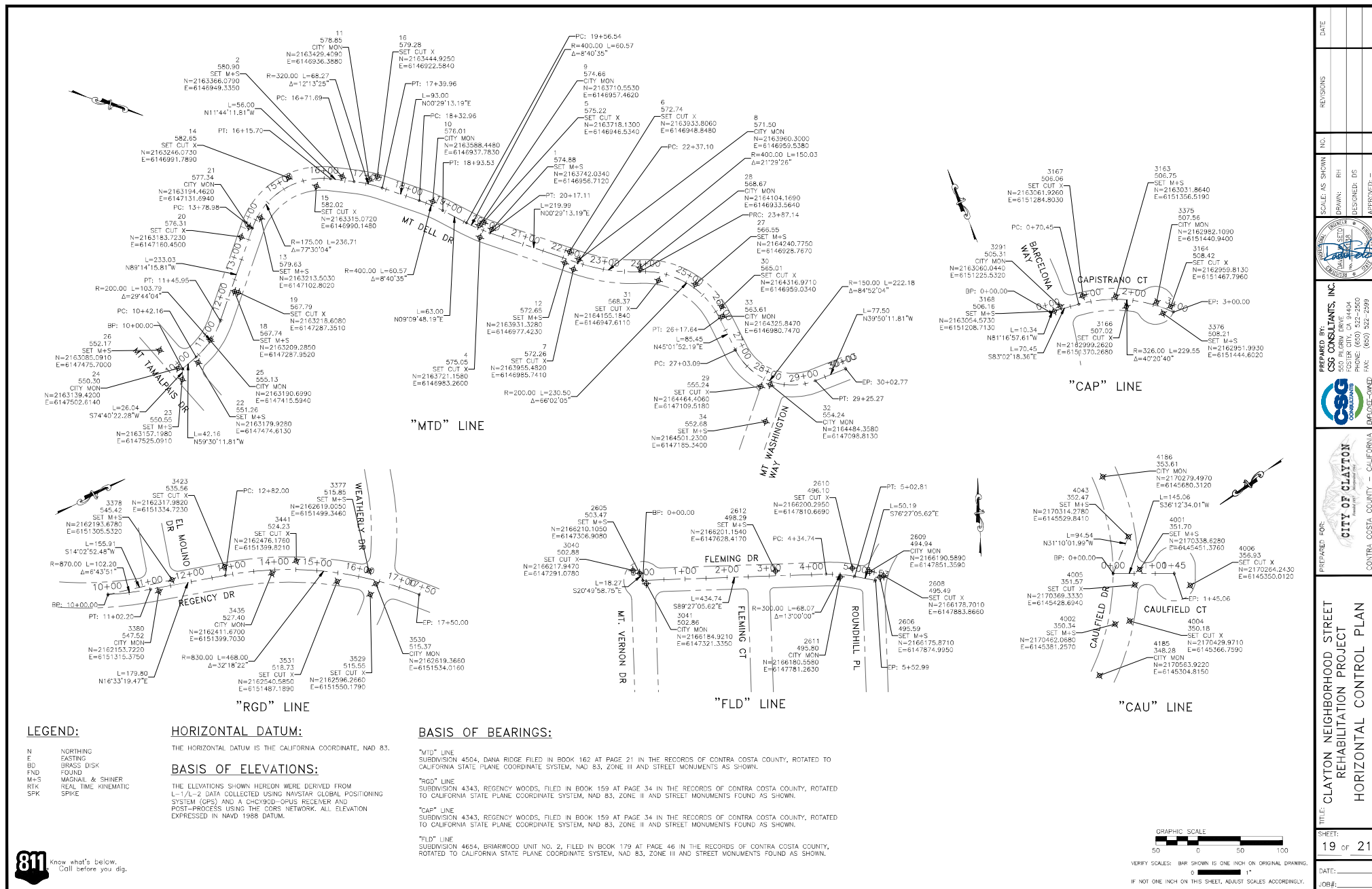
3 TYPICAL FH MARKER LOCATION
N.T.S.

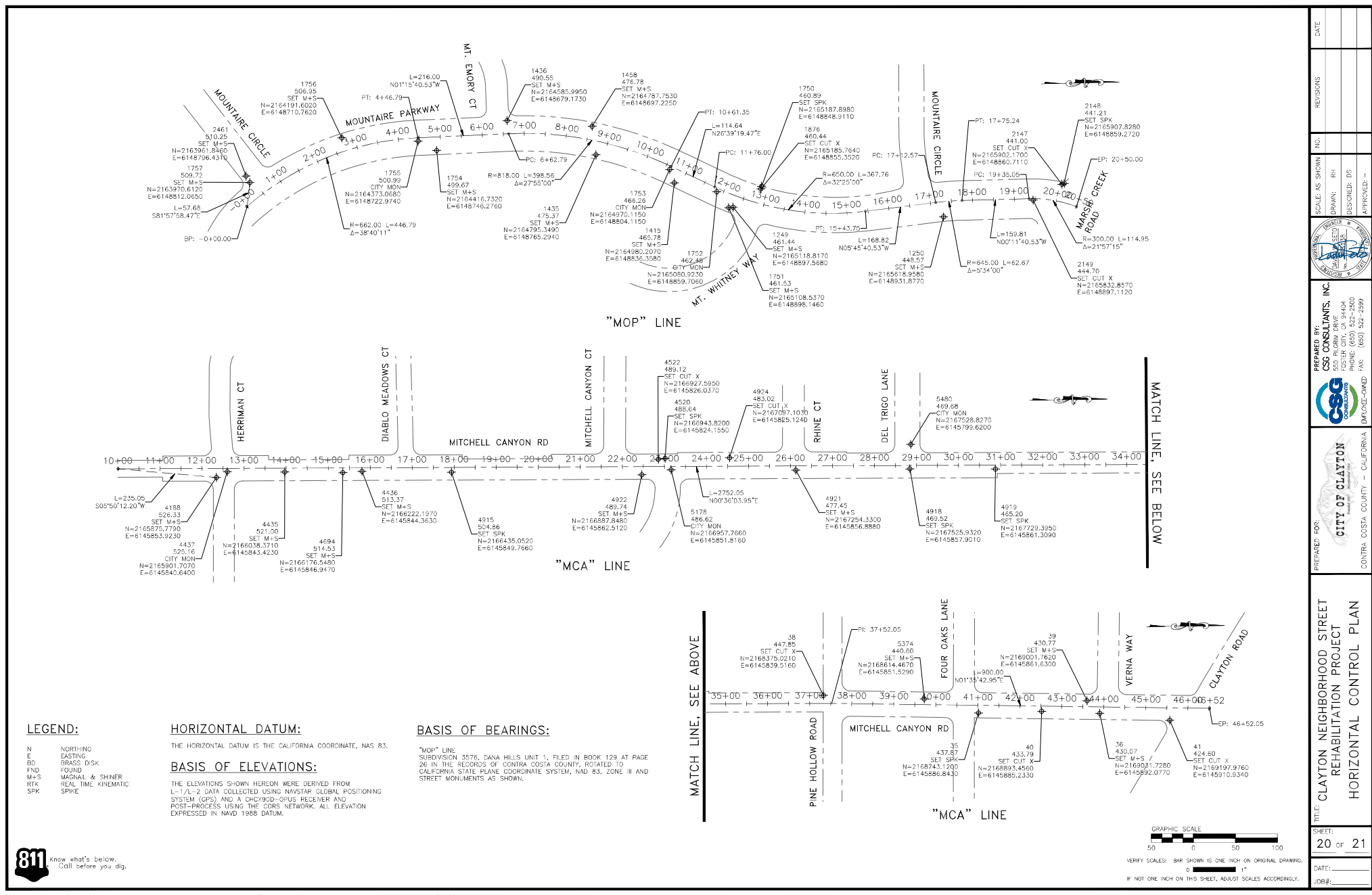


4 TYPICAL VALLEY GUTTER
N.T.S.

DATE	
REVISIONS	
NO.	
SCALE AS SHOWN	RI
DRAWN	DS
DESIGNED	DS
APPROVED	-
PREPARED BY:	CSG CONSULTANTS, INC.
550 PULGEM DRIVE FOSTER CITY, CA 94404 PHONE: (650) 322-2500 FAX: (650) 322-2599	
PREPARED FOR:	CITY OF CLAYTON CONTRA COSTA COUNTY - CALIFORNIA
TITLE:	CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT CONSTRUCTION DETAILS NO. 1
SHEET:	17 OF 21
DATE:	
JOB#:	





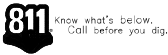


BID QUANTITY

TOTAL BASE BID					FEDERAL TOTAL		NON-FEDERAL TOTAL		FEDERAL QUANTITY			NON-FEDERAL QUANTITY						
ITEM NO	ITEM DESCRIPTION	UNIT	QTY		QTY		QTY		MITCHELL CANYON RD	MOUNTAIRE PKWY	REGENCY DR	NT VERNON DR	PINOT CT	MT DELL DR	FLEMING DR	CAULFIELD CT	CAPISTRANO CT	
1	Mobilization	LS	1		1		1											
2	Traffic Control	LS	1		1		1											
3	Water Pollution Control	LS	1		1		1											
4	Construction Survey	LS	1		1		1											
5	Remove Traffic Stripes, Markings and Markers	LS	1		1		1											
6	Remove Concrete	SF	5,408		3,255		2,145		1,784	845	626	0	0	210	999	616	320	
7	PCC Sidewalk	SF	1,368		860		500		710	30	120	0	0	70	260	95	75	
8	PCC Valley Gutter	SF	635		195		440		195	0	0	0	0	0	205	235	0	
9	PCC Curb & Gutter	LF	938		575		355		314	120	141	0	0	45	164	81	65	
10	PCC Curb Ramp	EA	27		18		9		10	4	4	0	0	1	4	2	2	
11	5-inch HMA Deeplift Conform	SF	3,138		2,270		860		1,380	420	470	0	0	130	360	135	235	
12	Adjust Pull Box	EA	1		3		0		3									
13	Crack Sealing	SY	2,601		2,603		0				2,603							
14	Type II Micro-surfacing	SY	33,895		21,538		12,356		7,969	13,569		1,523		6,605	2,340	868	1,020	
15	4-inch Digout	SF	5,624		5,000		624		5,000				124					
16	Reset Traffic Sign	EA	1		3		0		1	2								
17	Thermoplastic Markings - Crosswalks and Limit Lines	SF	681		664		17		664						17			
18	Thermoplastic Markings - Symbols and Legends	SF	21		0		22								22			
19	Thermoplastic Stripe - Detail 4	LF	2,351		2,353		0		2,353									
20	Thermoplastic Stripe - Detail 23	LF	275		50		225		50						225			
21	Thermoplastic Stripe - Detail 27B	LF	1,741		1,741		0		1,741									
22	Painted Markings - Crosswalks and Limit Lines	SF	415		415		0			415								
23	Painted Markings - Symbols and Legends	SF	238		236		0			236								
24	Painted Stripe - Detail 10	LF	3,581		3,583		0			3,583								
25	Painted Stripe - Detail 23	LF	1,494		1,494		0			1,494								
26	Painted Stripe - Detail 38C	LF	118		118		0			118								
27	Two-Way Reflective FH Blue Marker	EA	6		2		4			2				4				
MARKINGS - SYMBOLS AND LEGENDS		UNIT	QTY	UNIT AREA	TEMP AREA	QTY	ITEM AREA	QTY	ITEM AREA	MITCHELL CANYON RD	MOUNTAIRE PKWY	REGENCY DR	NT VERNON DR	PINOT CT	MT DELL DR	FLEMING DR	CAULFIELD CT	CAPISTRANO CT
STOP		EA	1	220	154	6	132	1	22			6					1	
AHEAD		EA	1	310	62	2	62	0	0			2						
PED		EA	4	180	72	4	72	0	0	4								
XING		EA	4	210	84	4	84	0	0	4								
TYPE IV TURN ARROW		EA	1	150	15	1	15	0	0			1						
TYPE VII TURN ARROW		EA	1	270	27	1	27	0	0			1						
Total					414		392		22									

CURB RAMP QUANTITY

RAMP NO.	RAMP LOCATION	REMOVE CONCRETE (SF)	PCC CURB RAMP (EA)	PCC CURB RAMP (SF)	PCC SIDEWALK (SF)	PCC C&G (LF)	PCC VALLEY GUTTER (SF)	HMA DEEPLIFT CONFORM (SF)
1	MT DELL DR @ WASHINGTON WAY	210	1	95	70	45		130
2	REGENCY DR @ WEATHERLY DR & PETER CT	165	1	90	40	35		120
3	REGENCY DR @ WEATHERLY DR & PETER CT	134	1	90	15	22		110
4	REGENCY DR @ WEATHERLY DR & PETER CT	176	1	95	40	41		120
5	REGENCY DR @ WEATHERLY DR & PETER CT	151	1	90	25	35		120
6	CAPISTRANO CT @ BARCELONA WAY	163	1	85	45	33		120
7	CAPISTRANO CT @ BARCELONA WAY	157	1	95	30	32		115
8	FLEMING DR @ FLEMING CT	302	1	100	60	42	100	65
9	FLEMING DR @ FLEMING CT	357	1	95	105	52	105	85
10	FLEMING DR @ ROUNDHILL PL	177	1	90	50	37		125
11	FLEMING DR @ ROUNDHILL PL	163	1	85	45	33		85
12	CAULFIELD CT @ CAULFIELD DR	309	1	110	35	39	125	65
13	CAULFIELD CT @ CAULFIELD DR	307	1	95	60	42	110	70
14	MOUNTAIRE PKWY @ MARSH CREEK RD	252	1	220	32			125
15	MOUNTAIRE PKWY @ MARSH CREEK RD	319	1	290	23			80
16	MOUNTAIRE PKWY @ MT WHITNEY WAY	159	1	95	30	34		115
17	MOUNTAIRE PKWY @ MT WHITNEY WAY	115	1	90		25		100
18	MITCHELL CANYON RD @ HERRIMAN CT	109	1	40	40	29		140
19	MITCHELL CANYON RD @ HERRIMAN CT	147	1	90	25	32		170
20	MITCHELL CANYON RD @ MITCHELL CANYON CT	212	1	35	45	37	95	60
21	MITCHELL CANYON RD @ MITCHELL CANYON CT	276	1	70	75	31	100	50
22	MITCHELL CANYON RD @ RHINE CT	164	1	50	65	49		215
23	MITCHELL CANYON RD @ RHINE CT	112	1	50	45	17		90
24	MITCHELL CANYON RD @ DEL TRIGO LANE	155	1	50	65	40		185
25	MITCHELL CANYON RD @ DEL TRIGO LANE	116	1	50	45	21		120
26	MITCHELL CANYON RD @ CLAYTON RD	115	1	70	20	25		130
27	MITCHELL CANYON RD @ CLAYTON RD	378	1	60	285	33		220
		5400	27	2475	1360	930	635	3130



DATE: _____

REVISIONS: _____

NO: _____

SCALE: AS SHOWN: _____

DESIGNED: _____

APPROVED: _____

PREPARED BY:
CSG CONSULTANTS, INC.
550 PULVER DRIVE
FOSTER CITY, CA 94404
PHONE: (650) 322-2500
FAX: (650) 322-2599

PREPARED FOR:
CITY OF CLAYTON
CONTRA COSTA COUNTY - CALIFORNIA

TITLE: CLAYTON NEIGHBORHOOD STREET
REHABILITATION PROJECT

QUANTITY SHEET

SHEET:
21 OF 21

DATE: _____

JOB#: _____

\$135,000 for construction management services from Park Engineering performing work as a subconsultant through the City Engineering Services contract.

Project Expenditures Budget

Design Support during Construction	\$ 11,000.00
Construction Contract	\$651,011.59
Contingency	\$162,988.41
Construction Management Services	<u>\$135,000.00</u>
TOTAL	<u>\$960,000.00</u>

Project Funding Budget per CIP

Federal Funds (OBAG2) Grant	\$308,000.00
CCTA – Major Streets Grant	\$409,173.00
Gas Tax RMRA	<u>\$484,856.00</u>
TOTAL	<u>\$1,202,029.00</u>

As shown, the anticipated construction expenditures for the project are within the allocated funds in the Capital Improvement Plan. At the conclusion of the work and acceptance of the project, any remaining unused funds will be returned to the City's Gas Tax RMRA Fund 202 to be used for other future roadway projects.

CEQA IMPACT

Notice of Exemption were filed for Categorical Exemption to CEQA by the City and Categorical Exclusion to NEPA by Caltrans since this project involves federal grant funds.

ATTACHMENT(S)

1. Clayton Neighborhood Street Rehabilitation Project Plans
2. Bid Abstract
3. CIP Budget Worksheet

CLAYTON NEIGHBORHOOD STREET REHABILITATION PROJECT				ENGINEER'S ESTIMATE		Rapid Grading Services		Franco Engineering		S&H Construction		FBD Vanguard Construction		Kerex Engineering		Ghilotti Bros.	
City Project #2306						23842 Cabot Blvd		8657 Waterwell Way		5560 Boscell Common		550 Greenville Road		4941 Pacheco Blvd		525 Jacoby Street	
Fed Project # STPL-5386(011)						Hayward, CA 94545		Tracy, CA 95304		Fremont, CA 94538		Livermore, CA 94550		Martinez, CA 94553		San Rafael, CA 94901	
BID ITEM	ITEM DESCRIPTION	Unit	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 36,678.93	\$ 36,678.93	\$ 70,000.00	\$ 70,000.00	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00	\$ 45,000.00	\$ 45,000.00	\$ 82,500.00	\$ 82,500.00
2	Traffic Control	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 61,872.42	\$ 61,872.42	\$ 50,000.00	\$ 50,000.00	\$ 30,000.00	\$ 30,000.00	\$ 22,785.00	\$ 22,785.00	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	\$ 80,000.00
3	Water Pollution Control	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 7,263.07	\$ 7,263.07	\$ 5,000.00	\$ 5,000.00	\$ 18,835.00	\$ 18,835.00	\$ 4,000.00	\$ 4,000.00	\$ 7,500.00	\$ 7,500.00	\$ 9,000.00	\$ 9,000.00
4	Construction Survey	LS	1	\$ 21,600.00	\$ 21,600.00	\$ 14,200.00	\$ 14,200.00	\$ 20,000.00	\$ 20,000.00	\$ 12,055.00	\$ 12,055.00	\$ 16,000.00	\$ 16,000.00	\$ 7,500.00	\$ 7,500.00	\$ 14,200.00	\$ 14,200.00
5	Remove Traffic Stripes, Markings and Markers	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 9,889.43	\$ 9,889.43	\$ 10,000.00	\$ 10,000.00	\$ 2,055.00	\$ 2,055.00	\$ 10,700.00	\$ 10,700.00	\$ 13,500.00	\$ 13,500.00	\$ 12,250.00	\$ 12,250.00
6	Remove Concrete	SF	5,400	\$ 8.00	\$ 43,200.00	\$ 10.56	\$ 57,024.00	\$ 10.00	\$ 54,000.00	\$ 10.00	\$ 54,000.00	\$ 23.00	\$ 124,200.00	\$ 8.00	\$ 43,200.00	\$ 14.00	\$ 75,600.00
7	PCC Sidewalk	SF	1,360	\$ 20.00	\$ 27,200.00	\$ 15.72	\$ 21,379.20	\$ 22.00	\$ 29,920.00	\$ 40.00	\$ 54,400.00	\$ 12.00	\$ 16,320.00	\$ 10.00	\$ 13,600.00	\$ 37.50	\$ 51,000.00
8	PCC Valley Gutter	SF	635	\$ 35.00	\$ 22,225.00	\$ 26.86	\$ 17,056.10	\$ 25.00	\$ 15,875.00	\$ 30.00	\$ 19,050.00	\$ 18.00	\$ 11,430.00	\$ 10.00	\$ 6,350.00	\$ 61.50	\$ 39,052.50
9	PCC Curb & Gutter	LF	930	\$ 120.00	\$ 111,600.00	\$ 57.15	\$ 53,149.50	\$ 70.00	\$ 65,100.00	\$ 30.00	\$ 27,900.00	\$ 50.00	\$ 46,500.00	\$ 18.00	\$ 16,740.00	\$ 120.00	\$ 111,600.00
10	PCC Curb Ramp	EA	27	\$ 8,000.00	\$ 216,000.00	\$ 2,101.69	\$ 56,745.63	\$ 7,875.00	\$ 212,625.00	\$ 3,000.00	\$ 81,000.00	\$ 4,500.00	\$ 121,500.00	\$ 12,500.00	\$ 337,500.00	\$ 6,150.00	\$ 166,050.00
11	6-inch HMA Deep Lift Conform	SF	3,130	\$ 8.00	\$ 25,040.00	\$ 13.85	\$ 43,350.50	\$ 10.00	\$ 31,300.00	\$ 30.00	\$ 93,900.00	\$ 26.00	\$ 81,380.00	\$ 20.00	\$ 62,600.00	\$ 31.50	\$ 98,595.00
12	Adjust Pullbox	EA	3	\$ 1,000.00	\$ 3,000.00	\$ 80.04	\$ 240.12	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 3,000.00	\$ 368.00	\$ 1,104.00	\$ 1,000.00	\$ 3,000.00	\$ 400.00	\$ 1,200.00
13	Crack Sealing	SY	2,603	\$ 1.00	\$ 2,603.00	\$ 1.39	\$ 3,618.17	\$ 1.50	\$ 3,904.50	\$ 5.00	\$ 13,015.00	\$ 1.60	\$ 4,164.80	\$ 2.00	\$ 5,206.00	\$ 1.38	\$ 3,592.14
14	Type II Micro-Surfacing	SY	33,895	\$ 4.50	\$ 152,527.50	\$ 4.80	\$ 162,696.00	\$ 5.00	\$ 169,475.00	\$ 7.00	\$ 237,265.00	\$ 5.50	\$ 186,422.50	\$ 5.20	\$ 176,254.00	\$ 4.77	\$ 161,679.15
15	4-inch Digout	SF	5,624	\$ 6.00	\$ 33,744.00	\$ 11.58	\$ 65,125.92	\$ 8.00	\$ 44,992.00	\$ 10.00	\$ 56,240.00	\$ 26.00	\$ 146,224.00	\$ 20.00	\$ 112,480.00	\$ 9.75	\$ 54,834.00
16	Reset Traffic Sign	EA	3	\$ 400.00	\$ 1,200.00	\$ 475.76	\$ 1,427.28	\$ 445.00	\$ 1,335.00	\$ 1,000.00	\$ 3,000.00	\$ 514.00	\$ 1,542.00	\$ 500.00	\$ 1,500.00	\$ 445.00	\$ 1,335.00
17	Thermoplastic Markings - Crosswalks and Limit Lines	SF	681	\$ 10.00	\$ 6,810.00	\$ 10.69	\$ 7,279.89	\$ 10.00	\$ 6,810.00	\$ 10.00	\$ 6,810.00	\$ 12.00	\$ 8,172.00	\$ 12.00	\$ 8,172.00	\$ 10.00	\$ 6,810.00
18	Thermoplastic Markings - Symbols and Legends	SF	22	\$ 12.00	\$ 264.00	\$ 10.69	\$ 235.18	\$ 10.00	\$ 220.00	\$ 100.00	\$ 2,200.00	\$ 12.00	\$ 264.00	\$ 12.00	\$ 264.00	\$ 10.00	\$ 220.00
19	Thermoplastic Stripe - Detail 4	LF	2,353	\$ 2.00	\$ 4,706.00	\$ 2.14	\$ 5,035.42	\$ 2.00	\$ 4,706.00	\$ 10.00	\$ 23,530.00	\$ 2.30	\$ 5,411.90	\$ 3.00	\$ 7,059.00	\$ 2.00	\$ 4,706.00
20	Thermoplastic Stripe - Detail 23	LF	275	\$ 4.00	\$ 1,100.00	\$ 5.35	\$ 1,471.25	\$ 5.00	\$ 1,375.00	\$ 10.00	\$ 2,750.00	\$ 6.00	\$ 1,650.00	\$ 7.00	\$ 1,925.00	\$ 5.00	\$ 1,375.00
21	Thermoplastic Stripe - Detail 27B	LF	1,741	\$ 2.00	\$ 3,482.00	\$ 2.67	\$ 4,648.47	\$ 2.50	\$ 4,352.50	\$ 10.00	\$ 17,410.00	\$ 3.00	\$ 5,223.00	\$ 3.00	\$ 5,223.00	\$ 2.50	\$ 4,352.50
22	Painted Markings (One Coat) - Crosswalks and Limit Lines	SF	415	\$ 6.00	\$ 2,490.00	\$ 6.41	\$ 2,660.15	\$ 6.00	\$ 2,490.00	\$ 20.00	\$ 8,300.00	\$ 7.00	\$ 2,905.00	\$ 8.00	\$ 3,320.00	\$ 6.00	\$ 2,490.00
23	Painted Markings (One Coat) - Symbols and Legends	SF	236	\$ 8.00	\$ 1,888.00	\$ 6.41	\$ 1,512.76	\$ 6.00	\$ 1,416.00	\$ 20.00	\$ 4,720.00	\$ 7.00	\$ 1,652.00	\$ 8.00	\$ 1,888.00	\$ 6.00	\$ 1,416.00
24	Painted Stripe (One Coat) - Detail 10	LF	3,583	\$ 1.00	\$ 3,583.00	\$ 2.14	\$ 7,667.62	\$ 2.00	\$ 7,166.00	\$ 5.00	\$ 17,915.00	\$ 2.30	\$ 8,240.90	\$ 2.50	\$ 8,957.50	\$ 2.00	\$ 7,166.00
25	Painted Stripe (One Coat) - Detail 23	LF	1,494	\$ 3.00	\$ 4,482.00	\$ 5.35	\$ 7,992.90	\$ 5.00	\$ 7,470.00	\$ 5.00	\$ 7,470.00	\$ 6.00	\$ 8,964.00	\$ 6.00	\$ 8,964.00	\$ 5.00	\$ 7,470.00
26	Painted Stripe (One Coat) - Detail 38C	LF	118	\$ 2.00	\$ 236.00	\$ 5.35	\$ 631.30	\$ 5.00	\$ 590.00	\$ 10.00	\$ 1,180.00	\$ 6.00	\$ 708.00	\$ 6.00	\$ 708.00	\$ 5.00	\$ 590.00
27	Two-Way Reflective Fire Hydrant Blue Marker	EA	6	\$ 30.00	\$ 180.00	\$ 26.73	\$ 160.38	\$ 25.00	\$ 150.00	\$ 100.00	\$ 600.00	\$ 29.00	\$ 174.00	\$ 35.00	\$ 210.00	\$ 25.00	\$ 150.00
Total Engineer's Estimate					\$ 769,160.50		\$ 651,011.59		\$ 821,772.00		\$ 848,600.00		\$ 917,637.10		\$ 948,620.50		\$ 999,233.29

Capital Improvement Plan

City of Clayton, California

'23/'24 *thru* '27/'28

Project # 10449/2306
Project Name 2024 Neighborhood Paving Project

Type Roads **Department** Engineering
Useful Life 15 **Contact** Engineering
Category Transportation/Drainage

**Total Project Cost:** \$1,202,029**Description**

Perform pavement rehabilitation to elevate neighborhood streets to a Pavement Condition Index (PCI) of 80 or greater (where PCI score of 100 is equivalent to a brand new street). Citywide public street PCI is 78 in 2022.

Mitchell Canyon Road (between Clayton Road and Herriman Road), Regency Drive (between Regency Drive and El Molino Drive), Mountaire Parkway (between Marsh Creek Road to Mountaire Circle (south)), Caulfield Court, Fleming Drive, Mt. Vernon Drive (northern portion), Mt. Dell Drive, Pinot Court, and Capistrano Court.

Justification

Roadway pavement rehabilitation work is necessary to prevent the pavement condition to fall into the "Poor" condition rating. Research has shown it would cost more to repair a roadway that deteriorated to the point where major rehabilitation or reconstruction is necessary.

Expenditures	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	Total
Planning/Design		195,000				195,000
Construction Management		154,879				154,879
Construction		852,150				852,150
Total		1,202,029				1,202,029

Funding Sources	'23/'24	'24/'25	'25/'26	'26/'27	'27/'28	Total
Fund 202 RMRA		484,856				484,856
Fund 230 Restricted Grant		717,173				717,173
Total		1,202,029				1,202,029



CONTRA COSTA
WATER DISTRICT

CCWD UPDATE

July 2024 | President Ernesto Avila

BOARD OF DIRECTORS



Ernesto A. Avila, P.E.
President
Division 3



Antonio Martinez
Vice President
Division 4



Patt Young
Director
Division 1



John A. Burgh
Director
Division 2



Connstance Holdaway
Director
Division 5



WATER SYSTEM AT A GLANCE

Untreated Water System

- 💧 4 Delta intakes
- 💧 4 storage reservoirs
- 💧 48-mile canal
- 💧 Shortcut Pipeline



Treated Water System

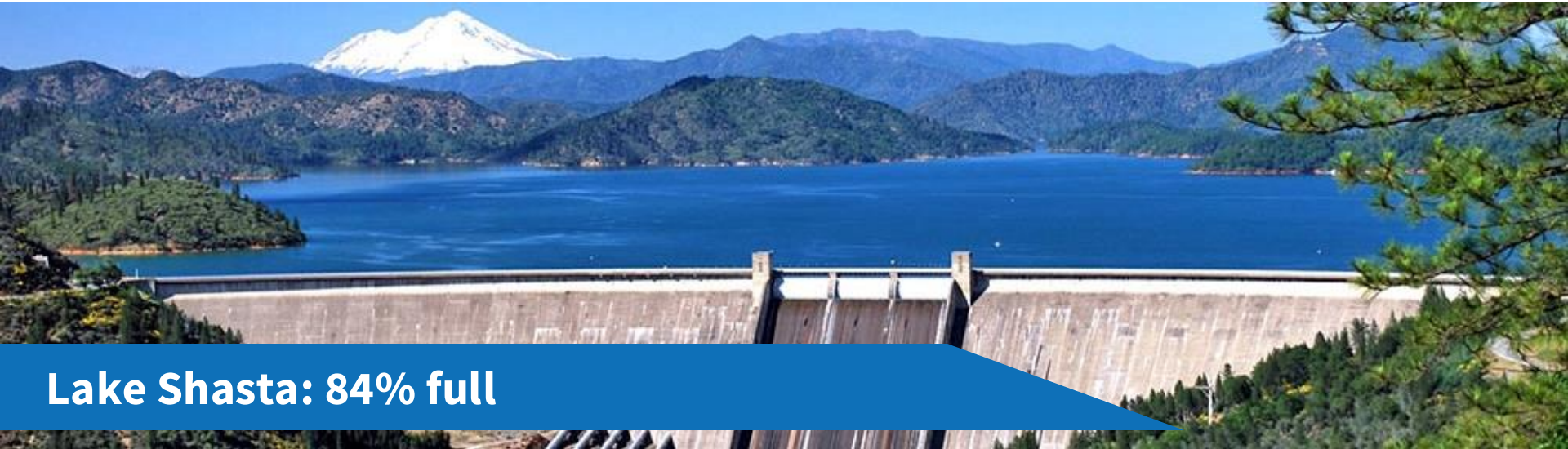
- 💧 3 water treatment plants
- 💧 61,736 connections
- 💧 891 miles of pipes
- 💧 41 storage tanks
- 💧 31 pump stations



WATER JOURNEY



WATER SUPPLY



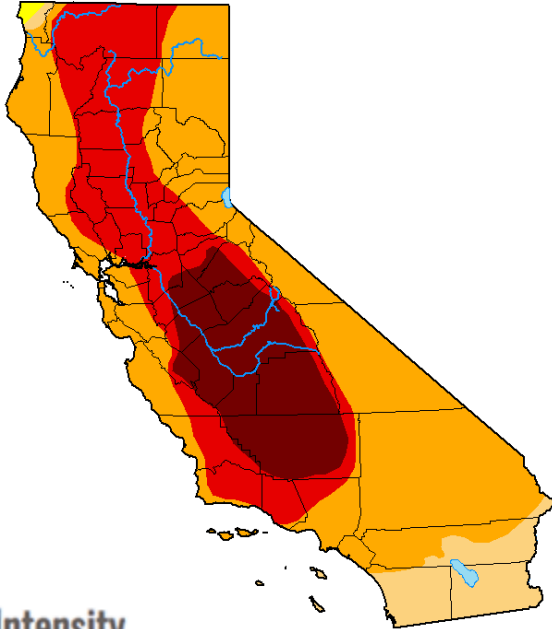
Lake Shasta: 84% full



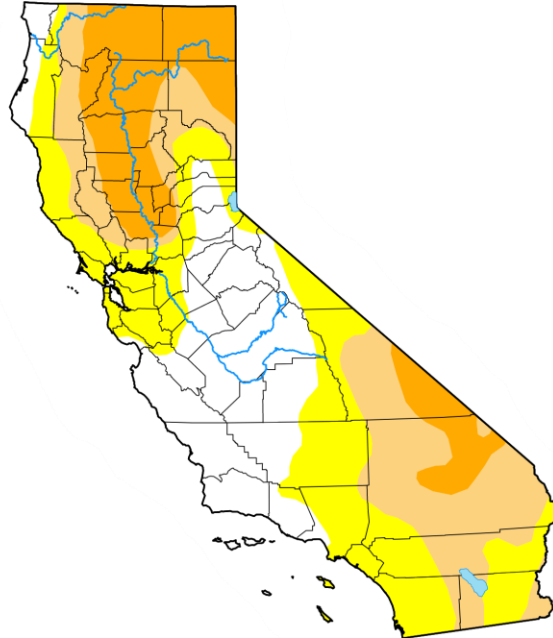
Los Vaqueros: 91% full

WATER SUPPLY

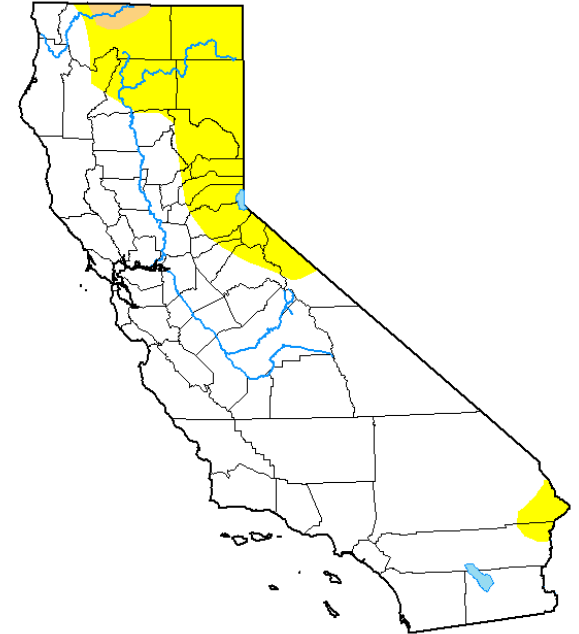
October 25, 2022



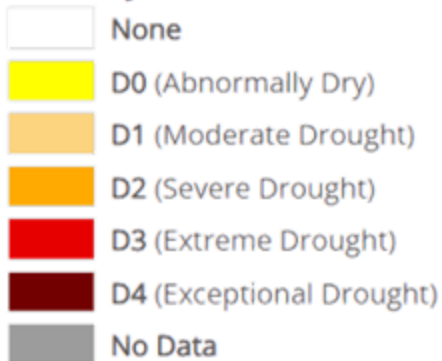
March 9, 2023

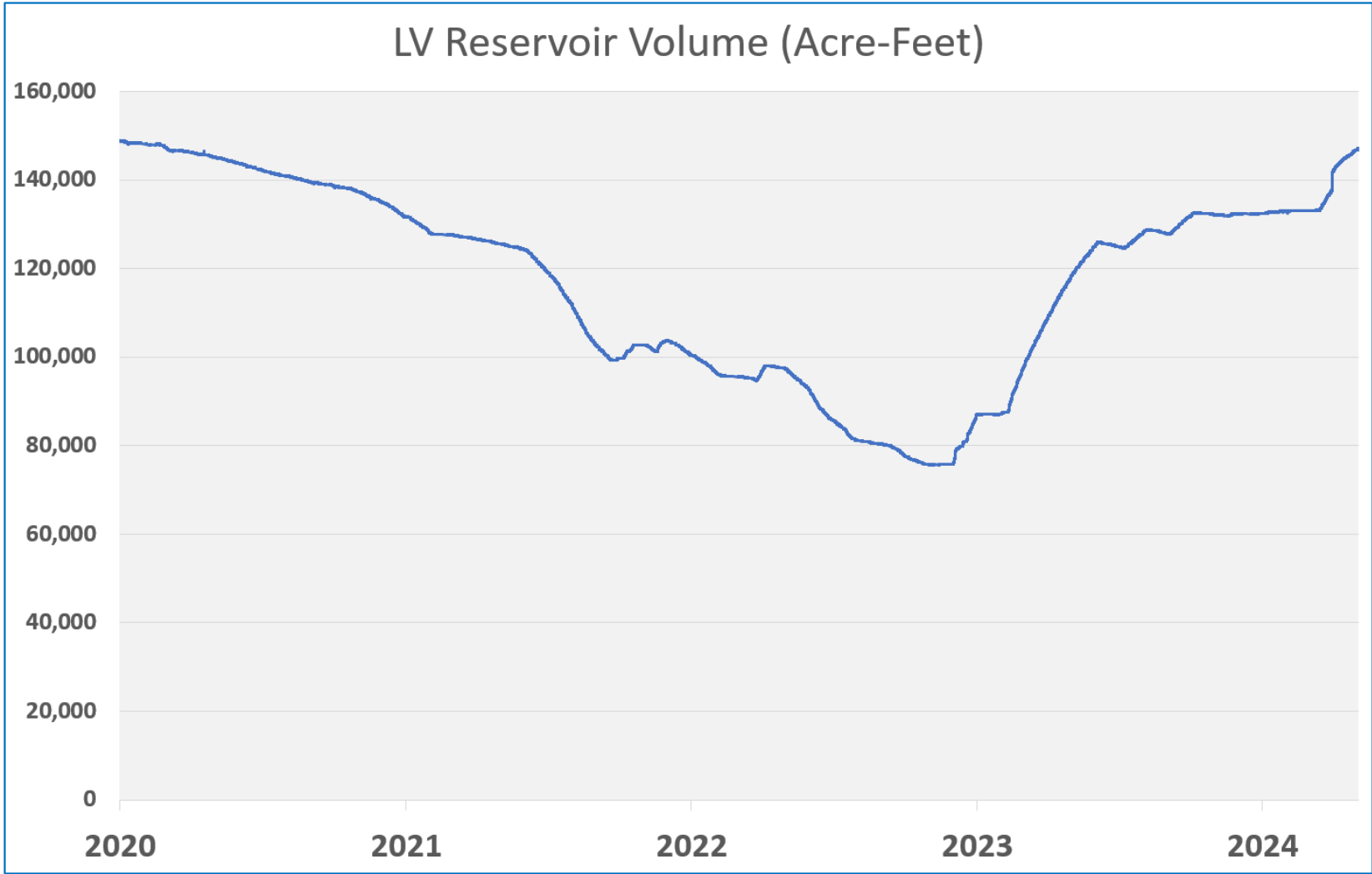


July 9, 2024



Intensity





RESOURCES AND REBATES

Residential

- Water Wise House Calls
- Lawn-to-Garden
- Smart irrigation controllers
- Mulch and car wash coupons

Commercial

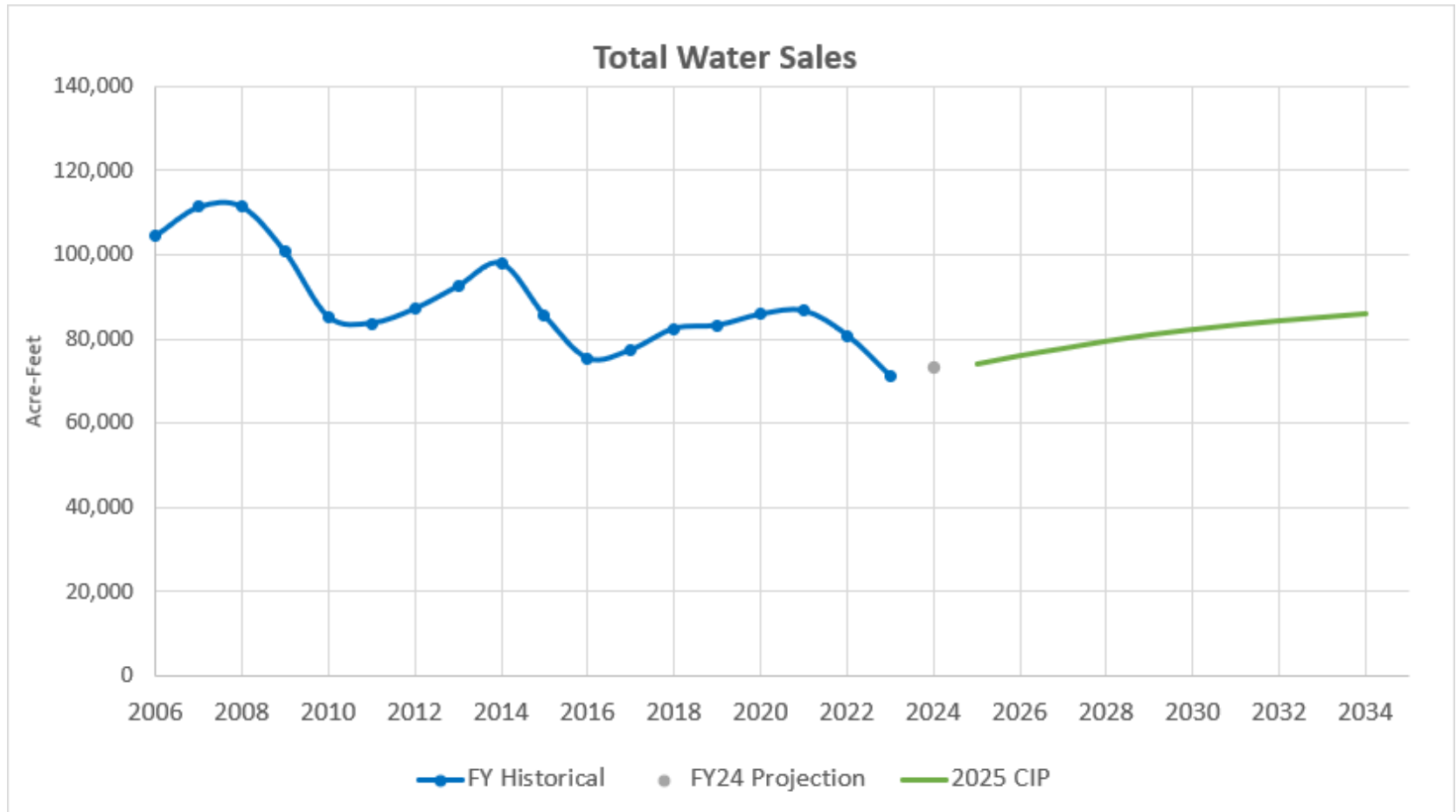
- Water Use Evaluations
- Lawn-to-Garden
- Irrigation equipment
- Water conservation devices



More at **ccwater.com/rebates** or **925-688-8320**

WATER SALES

- FY24 water sales are projected to be on budget



YOUR WATER RATES AT WORK

■ INVESTMENTS IN INFRASTRUCTURE

Pipeline Renewal, Canal Replacement, Water Treatment Plant Upgrades

■ PURCHASED WATER

■ WATER SUPPLY AND RESOURCE PROTECTION

Water Supply Planning, Watershed Management, Recreation

■ SYSTEM OPERATIONS & MAINTENANCE

Water Treatment, Water Delivery, Leak Inspection and Repair

■ ADMINISTRATION

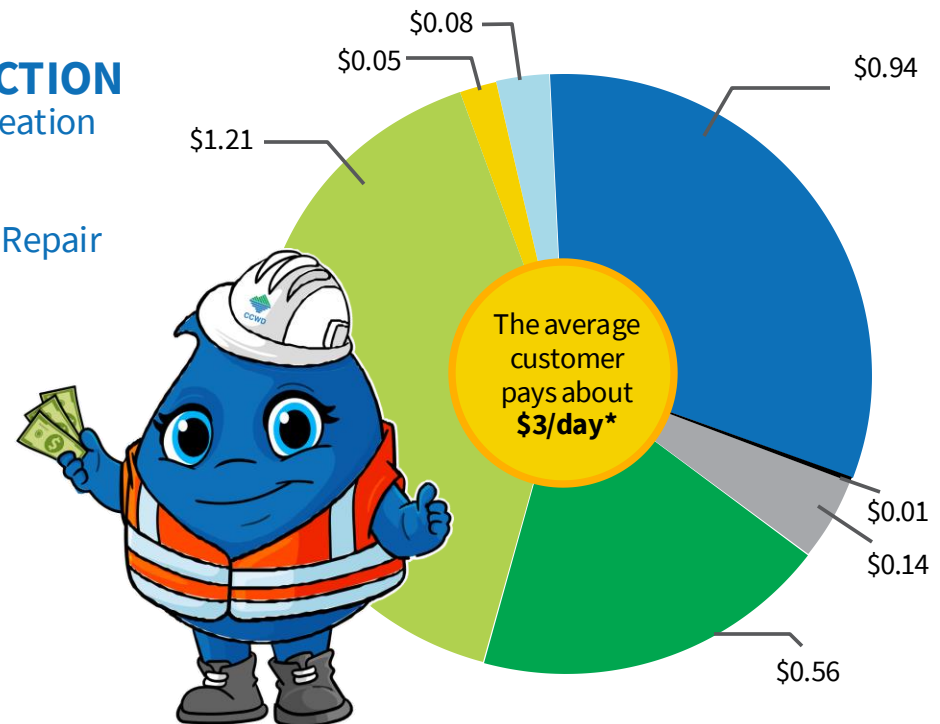
Human Resources, Safety, Accounting and Payroll

■ CUSTOMER CARE

Customer Service, Billing, Water Efficiency Support, and Public Affairs

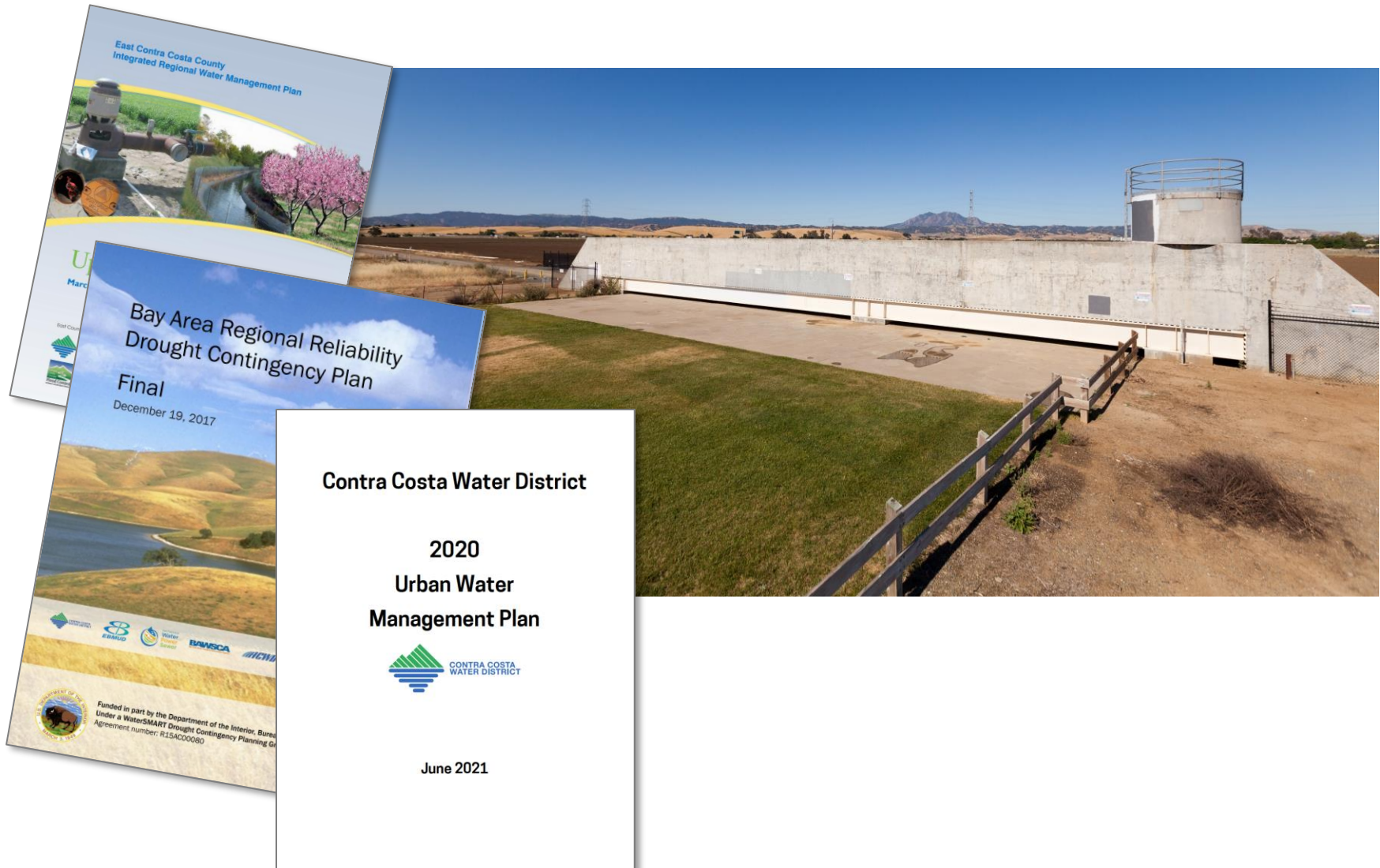
■ COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

K-12 Water Education and Field Trips, and Internships

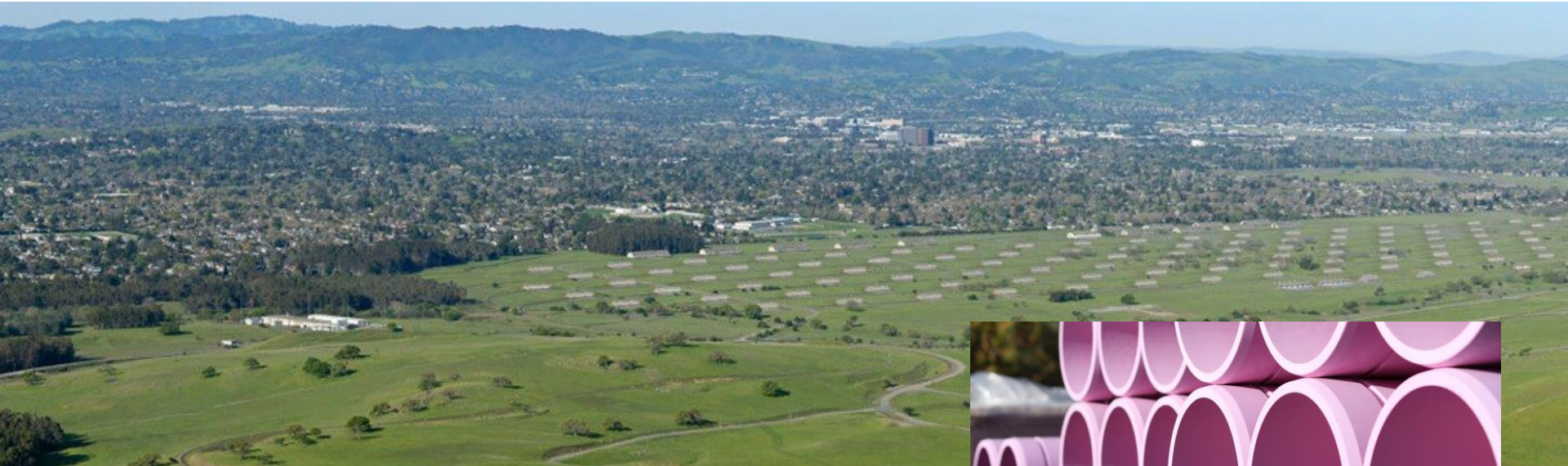


** Figure is based on a customer who uses 260 gallons per day and lives in Energy Zone 1.*

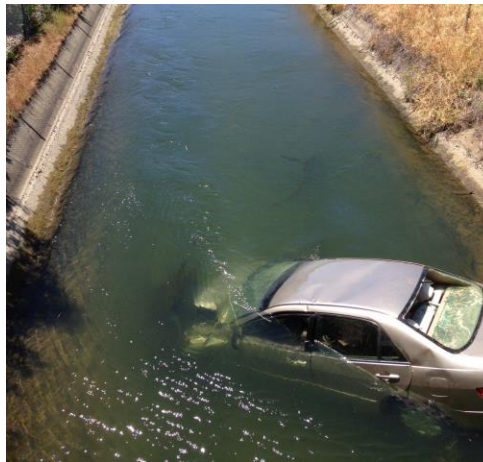
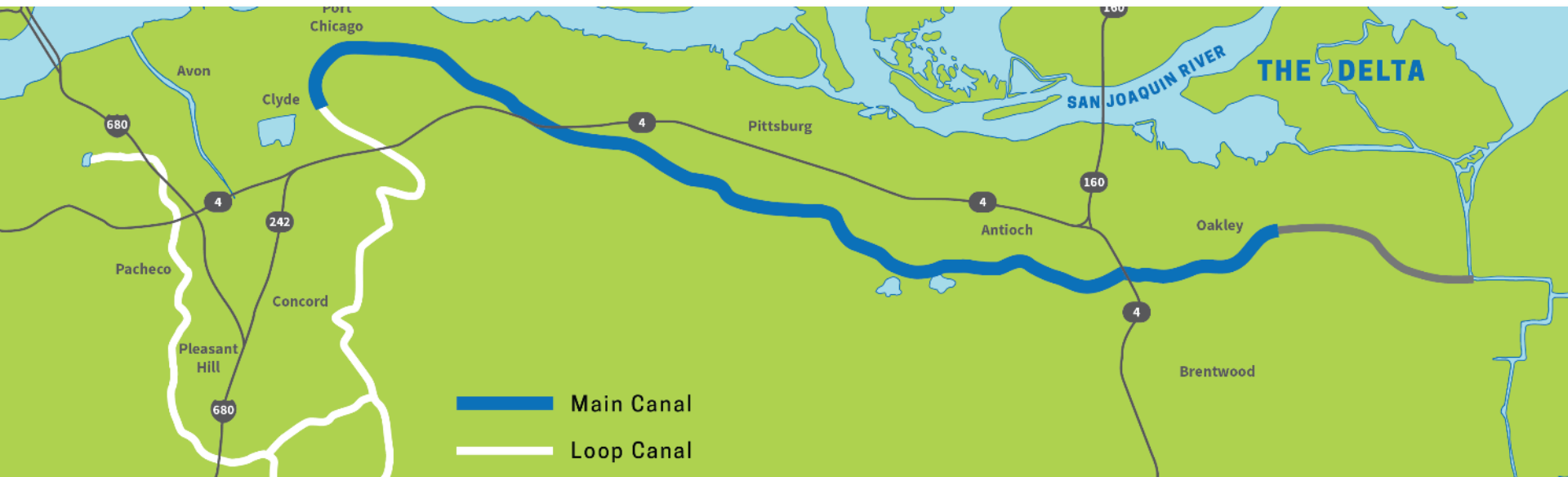
MEETING FUTURE WATER NEEDS



MEETING FUTURE WATER NEEDS



CANAL MODERNIZATION



CANAL REPLACEMENT PROJECT



LOS VAQUEROS RESERVOIR EXPANSION PROJECT



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Contra Costa Water District



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City Council Agenda Item 9a

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Larry Theis, P.E., City Engineer

DATE: July 16, 2024

SUBJECT: Public Hearing on Proposed Real Property Assessments for the Diablo Estates at Clayton Benefit Assessment District (BAD); Ordering Improvements and Levying Annual Assessments in Fiscal Year 2024/25

RECOMMENDATION

Open the Public Hearing, receive public comments, on Proposed Real Property Assessments for the Diablo Estates at Clayton Benefit Assessment District (BAD), close the Public Hearing, and take action to adopt a Resolution which allows for the annual levying of assessments.

BACKGROUND

The City Council, at its June 4, 2024 City Council meeting, approved the Engineer's Report including the proposed assessments. The Fiscal Year 2024/25 assessment rate is proposed to be increased by 4.00% over the Fiscal Year 2023/24 applied assessment rate. The assessments collected from property owners will primarily be used to fund the maintenance of various improvements benefiting real property owners within the Diablo Estates at Clayton development. A notice regarding the public hearing, along with a copy of the Engineer's Report was sent by mail to the property owners. The Engineer's Report provides an overview of the proposed expenditures for the Diablo Estates at Clayton Benefit Assessment District (BAD), and a listing of the items included within the target amount to be collected annually for reserves.

Tonight, the required public hearing will be opened to provide an opportunity for assessed property owners to share their comments. After all public testimony has been heard, the City Council should officially close the public hearing. Following the closure of the public hearing, the City Council will consider any public comments received and proceed with the consideration and adoption of the Resolution that levied the annual assessments on the real properties within the District for Fiscal Year 2024/25.

DISCUSSION

Tonight, City staff is recommending the City Council approve the Resolution confirming the levy of assessments within the Diablo Estates at Clayton Benefit Assessment District for Fiscal Year 2024/25 which is in the amount of \$4,060.84 for each of the 24 single family lots within the District.

FISCAL IMPACT

If the annual assessment rate is approved as recommended, the City will continue to manage the maintenance duties specified in the Engineer's Report on behalf of the benefitted real property. The BAD fund balance will cover the District's costs until receipt of the first payment from the County in December. Therefore, this action will not impact the City's General Fund.

CEQA IMPACT

None.

ATTACHMENTS

1. Resolution confirming Assessments
2. Notice to Property Owners
3. BAD Fiscal Year 2024/25 Engineer's Report Packet

RESOLUTION NO. XX-2024

**A RESOLUTION CONFIRMING ASSESSMENTS FOR THE OPERATION AND
MAINTENANCE OF IMPROVEMENTS WITHIN THE DIABLO ESTATES AT
CLAYTON BENEFIT ASSESSMENT DISTRICT FOR FISCAL YEAR 2024/25**

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

WHEREAS, by adoption of Resolution No. 22-2024 on June 4, 2024, the Clayton City Council approved the Engineer's Report on the proposed assessment levy for maintaining various improvements within the Diablo Estates at Clayton Benefit Assessment District during Fiscal Year 2024/25, and set a public hearing thereon for July 16, 2024, to be held at the regular meeting place of the Clayton City Council; and

WHEREAS, notice of said hearing and the adoption of Resolution No. 22-2024 was duly given as required; and

WHEREAS, on July 16, 2024, the City Council held the noticed public hearing on the proposed assessment for the Fiscal Year 2024/25 and heard and considered all oral statements and written communications made and filed thereon by interested persons;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Clayton, California, does hereby.

1. The City Council hereby orders the levy of an assessment in the amount of \$4,060.84 on each lot within the Diablo Estates at Clayton Benefit Assessment District and this Resolution shall constitute the levy and confirmation of such assessment for Fiscal Year 2024/25.
2. The City Clerk shall immediately file a certified copy of this Resolution, together with any required diagrams and a list of lots assessed, with both the Tax Collector and the Auditor of Contra Costa County, with the Assessment to thereafter be collected in the same manner as the property taxes are collected.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California, at a regular public meeting thereof held on the 16th day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk



**Diablo Estates at Clayton Benefit Assessment District
NOTICE TO PROPERTY OWNERS FOR LEVY OF ASSESSMENT**

Reason for Assessment

At the request of the original project developer, Toll Bros., Inc., the City of Clayton City Council ("Council") approved Resolution No. 04-2012 on February 7, 2012, forming the Diablo Estates at Clayton Benefit Assessment District ("District") to fund and to pay for the oversight and maintenance of certain facilities solely benefiting land owners in the District, such as the stormwater treatment facilities, storm drain collection system, common area landscape and irrigation, street lighting and weed abatement of natural slope areas, all as described in the original Engineer's Report approved by the Council on March 20, 2012.

NOTICE

This notice informs you, as a real property owner within the Diablo Estates at Clayton Benefit Assessment District that on June 4, 2024, the City of Clayton City Council adopted a Council Resolution approving the Engineer's Report for Fiscal Year 2024/25, declaring its intent to levy assessments for Fiscal Year 2024/25 and setting a public hearing on the issue of the proposed assessments:

**PUBLIC HEARING: 7:00 p.m. July 16, 2024
City Council Regular Meeting
Hoyer Hall, 6125 Clayton Road, Clayton, CA**

Assessment Information

1. The total proposed District assessment for the fiscal year beginning on July 1, 2024 and ending June 30, 2025 is \$97,460.16.
2. **Proposed maximum assessment rate per parcel:** The Fiscal Year 2024/25 maximum assessment rate per parcel is proposed to be \$4,409.39 which includes a 4% increase over the existing Fiscal Year 2023/24 maximum assessment rate of \$4,239.80 per year. The maximum assessment rate increase is in accordance with the annual adjustment by the applicable Consumer Price Index (April 2023 – April 2024; San Francisco- Oakland- Hayward, CA – All Urban Consumers) (the "CPI"), as authorized by the property owner balloting in 2012. However, the City has elected to levy below the Fiscal Year 2024/25 maximum assessment rate in an amount equal to \$4,060.84 in Fiscal Year 2024/25, which is a 4.00% increase over the Fiscal Year 2023/24 applied assessment rate of \$3,904.65.
3. **Duration of assessment:** The assessment will be levied annually at the rate proposed above and collected via one's property tax bill in Fiscal Year 2024/25. The maximum annual assessment rate may only be increased (other than the authorized allowable annual CPI increase described above) in the future by approval of a majority of the property owners.
4. Comments and protests may be submitted to the city prior to or at the public hearing.
5. **Engineer's Report:** Attached is a copy of the approved Engineer's Report for Fiscal Year 2024/25.

Questions

If any questions arise regarding the proposed real property assessments for Fiscal Year 2024/25, please contact Clayton City Engineer Larry Theis. He may be contacted at (925) 890-9732 and at larryt@claytonca.gov.



Diablo Estates at Clayton Benefit Assessment District

Fiscal Year 2024-25 Final Engineer's Report

July 16, 2024

Prepared by

**FRANCISCO
AND ASSOCIATES**

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**ENGINEER'S REPORT
CITY OF CLAYTON
DIABLO ESTATES AT CLAYTON BENEFIT ASSESSMENT DISTRICT
FISCAL YEAR 2024-25**

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Clayton City Council pursuant to the provisions of Article XIID, Section 4 of the California Constitution, provisions of the Benefit Assessment Act of 1982 of the California Government Code being Section 54716 et. Seq (the "1982 Act"), and complies with the annual provisions outlined in the Landscape and Lighting Act of 1972 being Section 22500 et al of the California Streets and Highways Code (the "1972 Act"). The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: June 30, 2024

By: 
Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

In 2012, at the request of Toll Brothers, the developer of the Diablo Estates at Clayton project (Subdivision 8719), property owners were noticed and balloted, and the property owners supported the formation of an assessment district and the City Council approved the formation with Resolution No. 04-2012.

The purpose of forming the Diablo Estates at Clayton Benefit Assessment District (the “District”) is to levy and collect special assessments annually to fund the maintenance and operation of landscaping, street lighting, drainage and stormwater treatment improvements that are of benefit to the properties in the Diablo Estates at Clayton subdivision.

The District is approximately 19-acres and is generally southeast of Regency Drive, northeast of Rialto Drive, and along Seminary Ridge Place. A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

The District was formed under the Benefit Assessment Act of 1982 (Section 54703 et seq. of the California Government Code), and was intended to comply with the annual provisions outlined in the Landscape and Lighting Act of 1972 (Section 22500 et seq. of the Streets and Highways Code). While the Benefit Assessment Act of 1982 does not require further action annually to levy and collect assessments, the Landscaping and Lighting Act of 1972 requires the annual preparation of an Engineer’s Report and Council approval to levy and collect assessments.

SECTION II

ENGINEER'S REPORT PREPARED FOR THE CITY OF CLAYTON DIABLO ESTATES AT CLAYTON BENEFIT ASSESSMENT DISTRICT FISCAL YEAR 2024-25

Pursuant to the Benefit Assessment Act of 1982 (Part 1 of Division 2 of Title 5 of the Government Code of the State of California), and in compliance with the Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the Streets and Highways Code of the State of California), I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Clayton Diablo Estates at Clayton Benefit Assessment District (the "District") submit the following Report, consisting of Section I (Introduction), and this, Section II, which consists of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the District. Plans and specifications for the improvements are on file in the Office of the Director of Public Works of the City of Clayton and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for Fiscal Year 2024-25, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the Director of Public Works of the City of Clayton.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Clayton.

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Contra Costa County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS

This part describes the method of apportionment of assessments, based upon each parcel's classification within the District in proportion to the estimated special benefits to be received.

PART E: ASSESSMENT ROLL

This part contains an assessment of the estimated cost of the improvements apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Clayton and is incorporated in this Report. The list is keyed to the records of the Contra Costa County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The work and improvements proposed to be undertaken by the City and the District, and the costs thereof paid from the levy of annual assessments, provides special benefit to Assessor Parcels within the District. The work, services, and improvements maintained and funded by the District are generally described as follows:

Maintenance and servicing of public improvements, including but not limited to, storm drain systems, landscape and lighting and all necessary appurtenances, and labor, materials, supplies, utilities and equipment, and incidental costs as applicable, for property in the District that is owned or maintained by the City of Clayton.

As applied herein, the term “maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing, of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, health, and beauty of landscaping, including cultivation, irrigation, trimming spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste; the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti; the cleaning and replacement of storm drain pipes, drop inlets, catch basins and manholes.

“Servicing” means the cost of maintaining any facility used to provide any service, the furnishing of electric current, or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, or the maintenance of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City’s Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All eligible improvements within the District are maintained and serviced on a regular basis. The proposed cost estimate for the District is shown herein. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses. The summary also shows estimates of reserves and the projected fund balances based upon the estimated expenditures and assessment revenue.

City of Clayton Diablo Estates at Clayton Benefit Assessment District	
Fiscal Year 2024-25 Cost Estimate	
Projected Beginning Fund Balance (7/1/2024)	\$331,700
Projected Revenues	
Assessment Revenues	\$97,460
Interest Earnings	<u>\$3,500</u>
Total Projected Revenues	\$100,960
Estimate of Expenditures	
Administrative/Management Costs	\$12,000
PG&E Service	\$800
Water Service	\$7,500
Legal Notices	\$0
Property Tax and County Collection Fees	\$500
Engineering/Inspection Service	\$2,500
Weed Abatement Services	\$12,000
Other Professional Services	<u>\$27,000</u>
Total Estimate of Expenditures	\$62,300
Estimate of Reserves	
Operating Reserves ¹	\$31,150
Capital Reserves	<u>\$339,210</u>
Total Estimate of Reserves	\$370,360
Projected Surplus Ending Fund Balance (6/30/2025)	\$0

¹Operating Reserves are estimated to be 50% of the annual expenditures.

The purpose of the various reserves is to ensure the District will have funds available for cashflow purposes and to repair or reconstruct the improvements that are the responsibility of the District.

The Operating Reserve target is fifty percent (50%) of the projected expenditures. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non-District accounts to pay for operational expenses during the first half of the fiscal year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

The purpose of collecting and holding funds in a Capital Reserve is so that when and if improvements need to be replaced or expenditures that are greater than can be conveniently raised from a single year's assessment, funds are available so that the District can respond and address the need promptly.

A summary of the improvements initially constructed that may require replacement at the end of their useful life, an estimate of the cost for each improvement, an estimate of the service life of each improvement, and the targeted annual collection amount for each improvement follows:

Item	Quantity	Unit	Unit Cost	Total Cost Estimate	Estimate of Service Life (Years)	Target Annual Collection Amount
Tree Replacement	33	EA	\$285	\$9,405	40	\$235
Entry Monument Replacement	1	EA	\$4,000	\$4,000	25	\$160
V-Ditch Repair/Replacement	2,038	LF	\$50	\$101,900	25	\$4,076
Vortsentry Replacement	1	EA	\$100,000	\$100,000	100	\$1,000
Stormwater Basin Replacement	48	EA	\$2,000	\$96,000	10	\$9,600
CB/MH/SD Pipe Replacement	1	LS	\$79,000	\$79,000	100	\$790
General	-	-	-	-	-	\$2,000
Total				\$390,305		\$17,861

PART C

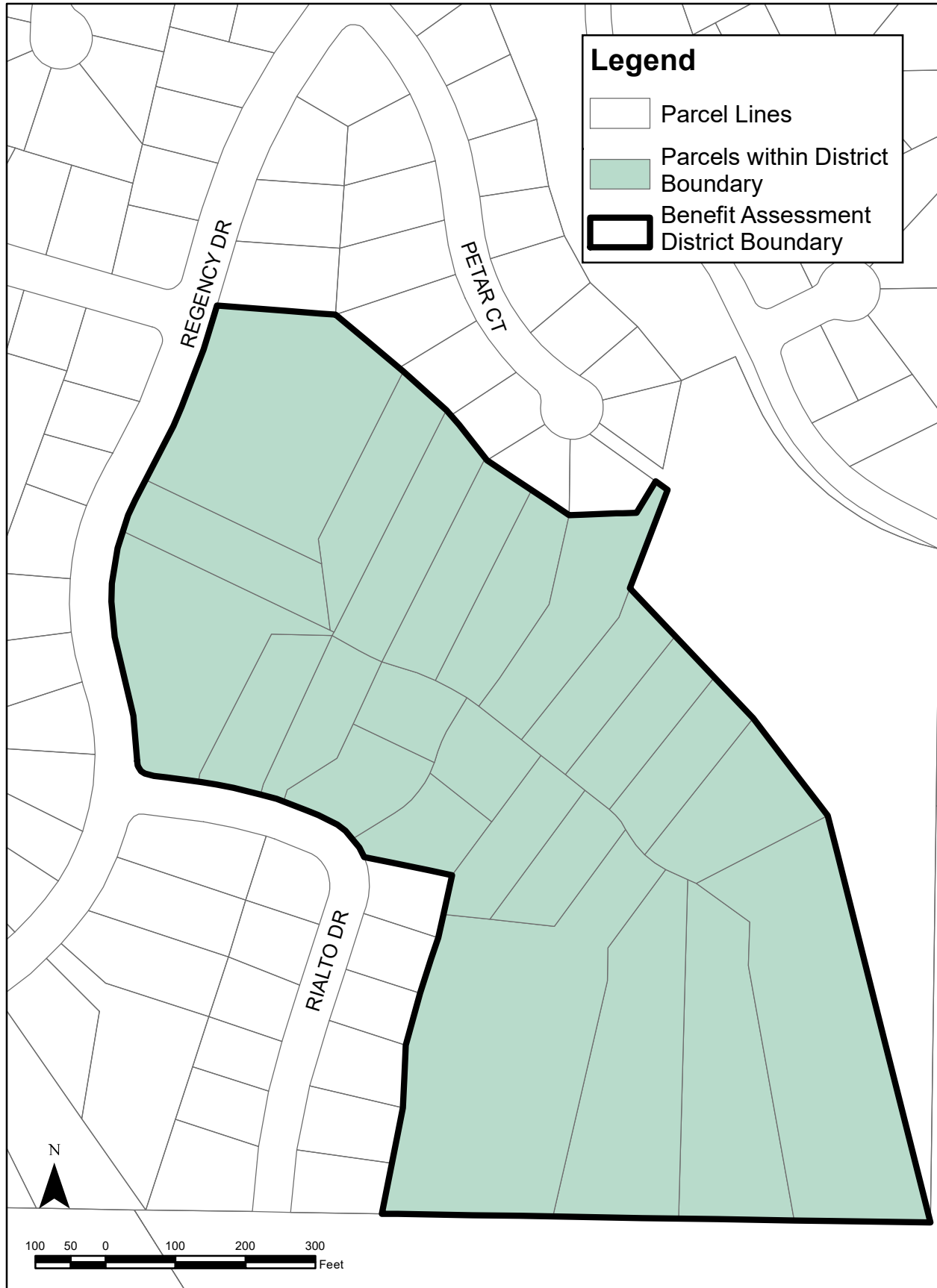
ASSESSMENT DISTRICT DIAGRAM

The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Contra Costa County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Clayton Diablo Estates at Clayton Benefit Assessment District

9a Attachment 3



PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements and property related services which include the construction, maintenance and servicing of drainage, flood control, street lighting, streets, roadways, and appurtenant facilities. Section 54711 of the 1982 Act further requires that the cost of these improvements be levied according to benefit conferred upon properties rather than assessed value. This Section states:

“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service.”

In addition, the 1982 Act permits the designation of zones or areas of benefit within any individual assessment district. Thus, the 1982 Act requires the levy of a true "assessment" rather than a "special tax."

Article XIID, Section 4(a) of the California Constitution (also known as Proposition 218, approved by the California voters in November 1996) limits the amount of any assessment to the proportional special benefit conferred on the property.

“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways, and that portion of public property that is not developed and used for business purposes similar to private residential, commercial, industrial, and institutional activities.

Discussion of Benefit

The District consists of all Assessor Parcels within the boundaries of the District. The method of apportioning costs and assessing properties is based upon the proportional special benefits to be conferred by the improvements and services to the properties within the boundaries of the District that are over and above the general benefits conferred to property or the public at large. The apportioning of special benefit is a two-step process: the first step is to identify the types of special benefits arising from the improvements and services, and the second step is to allocate the costs and assign assessments to property based on the estimates of the special benefit being conferred to each property.

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's use of the District's storm drain system, streets and sidewalks, corridor landscaping, lighting, or a property owner's specific demographic status. With reference to the requirements for assessments the following benefit categories summarize the types of special benefit to residential, commercial, industrial, and other lots and parcels resulting from the installation, maintenance, and servicing of the improvements to be provided with the assessment proceeds. These categories of special benefit are derived in part from the statutes passed by the California Legislature and other studies which describe the types of special benefit received by property from the installation, maintenance, and servicing of improvements such as those proposed by the District. These types of special benefit are summarized as follows:

- Creation of individual lots for residential use that, in absence of the services and improvements to be funded by the assessments, would not be created.
- Improved utility and usability of property.
- Improved safety and security lighting for property.
- Enhanced visual experience, and desirability of the area.
- Protection of views, scenery and other resources, values and environmental benefits enjoyed by residents and guests and preservation of public assets maintained by the City.
- Moderation of temperatures, dust control, and other environmental benefits.

These benefits when conferred to property in the District, specifically increase the utility of the property within the District. For example, the assessments will provide funding to maintain lighting that improves safety and access to the property after dark and landscaping that provides visual and environmental benefits to the properties within the District. Such improved and well-maintained public facilities enhance the overall usability, quality, desirability, and safety of the properties. Moreover, funding for the maintenance and servicing of such public facilities is a condition of development of Diablo Estates at Clayton that is needed to mitigate the negative impacts of this development on the City. Without the District, this condition of development would not have been satisfied, which may have affected the approval of new homes on the property. This is another special benefit to the properties in the District.

General versus Special Benefit

The proceeds from the District would be used to fund improvements and increased levels of maintenance to the public facilities that serve and benefit the properties in the District. In the absence of the District, such improvements would not be properly maintained. Therefore, the District is specifically proposed to ensure that the necessary and beneficial public facilities for property in the District are properly maintained and repaired over time. The assessments will ensure that landscaping and street lighting within and adjacent to the District are functional, well maintained, clean and safe. These public resources directly benefit the property in the District and will confer distinct and special benefits to the properties within the District.

In absence of the assessments, a condition of development would not have been met and home construction in the District may have been denied. The creation of residential lots and the approval for the construction of homes in Diablo Estates at Clayton is the overriding clear and distinct special benefit conferred exclusively on property in the District and not enjoyed by other properties outside the District. Moreover, benefits to the public at large, if any, will be offset by benefits residents within the District receive from the use of other similar public facilities not funded by the District. Therefore, the assessments solely provide special benefit to property in the District (100% special benefit) over and above the general benefits conferred to the public at large or properties outside the District.

Method of Assessment

This process of apportioning assessments for each property involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalent dwelling units (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated an SFE value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Single Family Equivalent unit or one SFE.

Assessment Apportionment

The proposed improvements and services provide direct and special benefit to properties in the District. Diablo Estates at Clayton is a residential single family development project consisting of a total of 24 single family homes, each on a separate parcel. As such, each residential property receives similar benefit from the proposed Improvements. Therefore, the Engineer at the time of formation determined that the appropriate method of apportionment of the benefits derived by all parcels is on a dwelling unit or single family residence basis. All improved properties or properties proposed for development are assigned an SFE factor equal to the number of dwelling units developed or planned for the property. In other words, developed parcels and vacant parcels with proposed development will be assessed 1 SFE.

It was recognized that the cost of maintaining the District improvements and providing services would increase slightly each year because of inflation. For this reason, the property owners approved a formula for increasing assessments for each future fiscal year to offset increases in costs due to inflation. Therefore, the maximum annual assessment rate may be increased annually in an amount tied to the Consumer Price Index for Urban Consumers (CPI-U) for the San Francisco Bay Area as of April of each succeeding year, with the maximum annual increase not to exceed 4%. In the event that the annual change in the CPI exceeds 4%, any percentage change in excess of 4% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 4%.

The change in the CPI from April 2023 to April 2024 was 3.77%. Since the change in CPI is below 4.00% and there is an Unused CPI balance of 1.19%, the maximum assessment rate will be increased by 4.00%, resulting in a remaining Unused CPI balance of 0.96%.

The maximum assessment rate for Fiscal Year 2024-25 is increased by 4.00% over the maximum assessment rate for Fiscal Year 2023-24. The Maximum assessment rate for Fiscal Year 2023-24 was \$4,239.80 which equates the maximum assessment rate for Fiscal Year 2024-25 to \$4,409.39. The cost estimate in this Engineer's Report proposes an applied assessment rate of \$4,060.84 for Fiscal Year 2024-25, which is a 4.00% increase over the Fiscal Year 2023-24 applied assessment rate. The Fiscal Year 2024-25 proposed assessment rate is below the FY 2024-25 maximum assessment rate.

The assessments are listed on the Assessment Roll in Appendix A.

Appeals and Interpretations

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with City Engineer or his or her designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the City Engineer or his or her designee will promptly review the appeal and any information provided by the property owner. If the City Engineer or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the City Engineer or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any property owner who disagrees with the decision of the City Engineer or her or his designee may refer their appeal to the City Council of the City of Clayton and the decision of the City Council of the City of Clayton shall be final.

PART E

ASSESSMENT ROLL

A list of names and addresses of the owners of all parcels, and the description of each parcel within the District is shown on the last equalized Secured Property Tax Roll of the Contra Costa County Assessor, which by reference is hereby made a part of this Report.

This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll, which includes the proposed amount of assessments for Fiscal Year 2024-25 apportioned to each parcel. The Assessment Roll is on file in the Public Works Department of the City and is shown in this Report as Appendix "A".

The total proposed assessment for Fiscal Year 2024-25 is \$97,460.16.

APPENDIX "A"
ASSESSMENT ROLL

**DIABLO ESTATES AT CLAYTON
BENEFIT ASSESSMENT DISTRICT**

9a Attachment 3

**ASSESSMENT ROLL
FISCAL YEAR 2024-25**

Assessor's Parcel Number	Property Address	Assessment Amount
119-630-003	22 SEMINARY RIDGE PL	\$4,060.84
119-630-004	18 SEMINARY RIDGE PL	\$4,060.84
119-630-005	14 SEMINARY RIDGE PL	\$4,060.84
119-630-006	10 SEMINARY RIDGE PL	\$4,060.84
119-630-008	15 SEMINARY RIDGE PL	\$4,060.84
119-630-009	19 SEMINARY RIDGE PL	\$4,060.84
119-630-010	23 SEMINARY RIDGE PL	\$4,060.84
119-630-012	27 SEMINARY RIDGE PL	\$4,060.84
119-630-013	26 SEMINARY RIDGE PL	\$4,060.84
119-630-014	9 SEMINARY RIDGE PL	\$4,060.84
119-640-001	6 SEMINARY RIDGE PL	\$4,060.84
119-640-004	7 PROMONTORY PL	\$4,060.84
119-640-010	16 PROMONTORY PL	\$4,060.84
119-640-011	12 PROMONTORY DR	\$4,060.84
119-640-012	8 PROMONTORY PL	\$4,060.84
119-640-013	4 PROMONTORY PL	\$4,060.84
119-640-016	2 SEMINARY RIDGE PL	\$4,060.84
119-640-017	3 SEMINARY RIDGE PL	\$4,060.84
119-640-018	11 PROMONTORY PL	\$4,060.84
119-640-019	17 PROMONTORY PL	\$4,060.84
119-640-020	21 PROMONTORY PL	\$4,060.84
119-640-021	24 PROMONTORY PL	\$4,060.84
119-640-022	20 PROMONTORY PL	\$4,060.84
119-640-023	5 SEMINARY RIDGE PL	\$4,060.84
Parcel Count: 24		\$97,460.16



City Council Agenda Item 9a

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Larry Theis, P.E., City Engineer

DATE: July 16, 2024

SUBJECT: Public Hearing on Proposed Real Property Assessments for the Diablo Estates at Clayton Benefit Assessment District (BAD); Ordering Improvements and Levying Annual Assessments in Fiscal Year 2024/25

RECOMMENDATION

Open the Public Hearing, receive public comments, on Proposed Real Property Assessments for the Diablo Estates at Clayton Benefit Assessment District (BAD), close the Public Hearing, and take action to adopt a Resolution which allows for the annual levying of assessments.

BACKGROUND

The City Council, at its June 4, 2024 City Council meeting, approved the Engineer's Report including the proposed assessments. The Fiscal Year 2024/25 assessment rate is proposed to be increased by 4.00% over the Fiscal Year 2023/24 applied assessment rate. The assessments collected from property owners will primarily be used to fund the maintenance of various improvements benefiting real property owners within the Diablo Estates at Clayton development. A notice regarding the public hearing, along with a copy of the Engineer's Report was sent by mail to the property owners. The Engineer's Report provides an overview of the proposed expenditures for the Diablo Estates at Clayton Benefit Assessment District (BAD), and a listing of the items included within the target amount to be collected annually for reserves.

Tonight, the required public hearing will be opened to provide an opportunity for assessed property owners to share their comments. After all public testimony has been heard, the City Council should officially close the public hearing. Following the closure of the public hearing, the City Council will consider any public comments received and proceed with the consideration and adoption of the Resolution that levied the annual assessments on the real properties within the District for Fiscal Year 2024/25.

DISCUSSION

Tonight, City staff is recommending the City Council approve the Resolution confirming the levy of assessments within the Diablo Estates at Clayton Benefit Assessment District for Fiscal Year 2024/25 which is in the amount of \$4,060.84 for each of the 24 single family lots within the District.

FISCAL IMPACT

If the annual assessment rate is approved as recommended, the City will continue to manage the maintenance duties specified in the Engineer's Report on behalf of the benefitted real property. The BAD fund balance will cover the District's costs until receipt of the first payment from the County in December. Therefore, this action will not impact the City's General Fund.

CEQA IMPACT

None.

ATTACHMENTS

1. Resolution confirming Assessments
2. Notice to Property Owners
3. BAD Fiscal Year 2024/25 Engineer's Report Packet

RESOLUTION NO. XX-2024

**A RESOLUTION CONFIRMING ASSESSMENTS FOR THE OPERATION AND
MAINTENANCE OF IMPROVEMENTS WITHIN THE DIABLO ESTATES AT
CLAYTON BENEFIT ASSESSMENT DISTRICT FOR FISCAL YEAR 2024/25**

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

WHEREAS, by adoption of Resolution No. 22-2024 on June 4, 2024, the Clayton City Council approved the Engineer's Report on the proposed assessment levy for maintaining various improvements within the Diablo Estates at Clayton Benefit Assessment District during Fiscal Year 2024/25, and set a public hearing thereon for July 16, 2024, to be held at the regular meeting place of the Clayton City Council; and

WHEREAS, notice of said hearing and the adoption of Resolution No. 22-2024 was duly given as required; and

WHEREAS, on July 16, 2024, the City Council held the noticed public hearing on the proposed assessment for the Fiscal Year 2024/25 and heard and considered all oral statements and written communications made and filed thereon by interested persons;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Clayton, California, does hereby.

1. The City Council hereby orders the levy of an assessment in the amount of \$4,060.84 on each lot within the Diablo Estates at Clayton Benefit Assessment District and this Resolution shall constitute the levy and confirmation of such assessment for Fiscal Year 2024/25.
2. The City Clerk shall immediately file a certified copy of this Resolution, together with any required diagrams and a list of lots assessed, with both the Tax Collector and the Auditor of Contra Costa County, with the Assessment to thereafter be collected in the same manner as the property taxes are collected.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California, at a regular public meeting thereof held on the 16th day of July 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk



**Diablo Estates at Clayton Benefit Assessment District
NOTICE TO PROPERTY OWNERS FOR LEVY OF ASSESSMENT**

Reason for Assessment

At the request of the original project developer, Toll Bros., Inc., the City of Clayton City Council ("Council") approved Resolution No. 04-2012 on February 7, 2012, forming the Diablo Estates at Clayton Benefit Assessment District ("District") to fund and to pay for the oversight and maintenance of certain facilities solely benefiting land owners in the District, such as the stormwater treatment facilities, storm drain collection system, common area landscape and irrigation, street lighting and weed abatement of natural slope areas, all as described in the original Engineer's Report approved by the Council on March 20, 2012.

NOTICE

This notice informs you, as a real property owner within the Diablo Estates at Clayton Benefit Assessment District that on June 4, 2024, the City of Clayton City Council adopted a Council Resolution approving the Engineer's Report for Fiscal Year 2024/25, declaring its intent to levy assessments for Fiscal Year 2024/25 and setting a public hearing on the issue of the proposed assessments:

**PUBLIC HEARING: 7:00 p.m. July 16, 2024
City Council Regular Meeting
Hoyer Hall, 6125 Clayton Road, Clayton, CA**

Assessment Information

1. The total proposed District assessment for the fiscal year beginning on July 1, 2024 and ending June 30, 2025 is \$97,460.16.
2. **Proposed maximum assessment rate per parcel:** The Fiscal Year 2024/25 maximum assessment rate per parcel is proposed to be \$4,409.39 which includes a 4% increase over the existing Fiscal Year 2023/24 maximum assessment rate of \$4,239.80 per year. The maximum assessment rate increase is in accordance with the annual adjustment by the applicable Consumer Price Index (April 2023 – April 2024; San Francisco- Oakland- Hayward, CA – All Urban Consumers) (the "CPI"), as authorized by the property owner balloting in 2012. However, the City has elected to levy below the Fiscal Year 2024/25 maximum assessment rate in an amount equal to \$4,060.84 in Fiscal Year 2024/25, which is a 4.00% increase over the Fiscal Year 2023/24 applied assessment rate of \$3,904.65.
3. **Duration of assessment:** The assessment will be levied annually at the rate proposed above and collected via one's property tax bill in Fiscal Year 2024/25. The maximum annual assessment rate may only be increased (other than the authorized allowable annual CPI increase described above) in the future by approval of a majority of the property owners.
4. Comments and protests may be submitted to the city prior to or at the public hearing.
5. **Engineer's Report:** Attached is a copy of the approved Engineer's Report for Fiscal Year 2024/25.

Questions

If any questions arise regarding the proposed real property assessments for Fiscal Year 2024/25, please contact Clayton City Engineer Larry Theis. He may be contacted at (925) 890-9732 and at larryt@claytonca.gov.



Diablo Estates at Clayton Benefit Assessment District

Fiscal Year 2024-25 Final Engineer's Report

July 16, 2024

Prepared by

**FRANCISCO
AND ASSOCIATES**

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**ENGINEER'S REPORT
CITY OF CLAYTON
DIABLO ESTATES AT CLAYTON BENEFIT ASSESSMENT DISTRICT
FISCAL YEAR 2024-25**

The undersigned, acting on behalf of Francisco & Associates respectfully submits the enclosed Engineer's Report as directed by the Clayton City Council pursuant to the provisions of Article XIID, Section 4 of the California Constitution, provisions of the Benefit Assessment Act of 1982 of the California Government Code being Section 54716 et. Seq (the "1982 Act"), and complies with the annual provisions outlined in the Landscape and Lighting Act of 1972 being Section 22500 et al of the California Streets and Highways Code (the "1972 Act"). The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: June 30, 2024

By: 
Eduardo Espinoza, P.E.
RCE # 83709



SECTION I

INTRODUCTION

In 2012, at the request of Toll Brothers, the developer of the Diablo Estates at Clayton project (Subdivision 8719), property owners were noticed and balloted, and the property owners supported the formation of an assessment district and the City Council approved the formation with Resolution No. 04-2012.

The purpose of forming the Diablo Estates at Clayton Benefit Assessment District (the “District”) is to levy and collect special assessments annually to fund the maintenance and operation of landscaping, street lighting, drainage and stormwater treatment improvements that are of benefit to the properties in the Diablo Estates at Clayton subdivision.

The District is approximately 19-acres and is generally southeast of Regency Drive, northeast of Rialto Drive, and along Seminary Ridge Place. A reduced copy of the Assessment Diagram showing the exterior boundaries of the District is provided in Part C of this Report.

The District was formed under the Benefit Assessment Act of 1982 (Section 54703 et seq. of the California Government Code), and was intended to comply with the annual provisions outlined in the Landscape and Lighting Act of 1972 (Section 22500 et seq. of the Streets and Highways Code). While the Benefit Assessment Act of 1982 does not require further action annually to levy and collect assessments, the Landscaping and Lighting Act of 1972 requires the annual preparation of an Engineer’s Report and Council approval to levy and collect assessments.

SECTION II

ENGINEER'S REPORT PREPARED FOR THE CITY OF CLAYTON DIABLO ESTATES AT CLAYTON BENEFIT ASSESSMENT DISTRICT FISCAL YEAR 2024-25

Pursuant to the Benefit Assessment Act of 1982 (Part 1 of Division 2 of Title 5 of the Government Code of the State of California), and in compliance with the Landscaping and Lighting Act of 1972 (Part 2 of Division 15 of the Streets and Highways Code of the State of California), I, Eduardo Espinoza, the duly appointed Engineer of Work, Assessment Engineer for the City of Clayton Diablo Estates at Clayton Benefit Assessment District (the "District") submit the following Report, consisting of Section I (Introduction), and this, Section II, which consists of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements maintained by the District. Plans and specifications for the improvements are on file in the Office of the Director of Public Works of the City of Clayton and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements to be maintained for Fiscal Year 2024-25, including incidental costs and expenses in connection therewith. The estimate is attached hereto and is on file in the Office of the Director of Public Works of the City of Clayton.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates a Diagram of the District showing the exterior boundaries of the District, the boundaries of any zones within the District and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the Office of the Director of Public Works of the City of Clayton.

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Contra Costa County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference herein and made a part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENTS

This part describes the method of apportionment of assessments, based upon each parcel's classification within the District in proportion to the estimated special benefits to be received.

PART E: ASSESSMENT ROLL

This part contains an assessment of the estimated cost of the improvements apportioned to each benefited parcel of land within the District. The Assessment Roll is filed in the Office of the City Clerk of the City of Clayton and is incorporated in this Report. The list is keyed to the records of the Contra Costa County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The work and improvements proposed to be undertaken by the City and the District, and the costs thereof paid from the levy of annual assessments, provides special benefit to Assessor Parcels within the District. The work, services, and improvements maintained and funded by the District are generally described as follows:

Maintenance and servicing of public improvements, including but not limited to, storm drain systems, landscape and lighting and all necessary appurtenances, and labor, materials, supplies, utilities and equipment, and incidental costs as applicable, for property in the District that is owned or maintained by the City of Clayton.

As applied herein, the term “maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing, of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, health, and beauty of landscaping, including cultivation, irrigation, trimming spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste; the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti; the cleaning and replacement of storm drain pipes, drop inlets, catch basins and manholes.

“Servicing” means the cost of maintaining any facility used to provide any service, the furnishing of electric current, or energy, gas, or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, or the maintenance of any other improvements.

Drawings showing the specific locations of the improvements are on file in the City’s Public Works Department and are made a part of this report by reference.

PART B

ESTIMATE OF COSTS

All eligible improvements within the District are maintained and serviced on a regular basis. The proposed cost estimate for the District is shown herein. This includes an estimate of the costs of utilities, operations, services, administration, and maintenance associated with the improvements, including all labor, personnel, equipment, materials, and administrative expenses. The summary also shows estimates of reserves and the projected fund balances based upon the estimated expenditures and assessment revenue.

City of Clayton Diablo Estates at Clayton Benefit Assessment District	
Fiscal Year 2024-25 Cost Estimate	
Projected Beginning Fund Balance (7/1/2024)	\$331,700
Projected Revenues	
Assessment Revenues	\$97,460
Interest Earnings	<u>\$3,500</u>
Total Projected Revenues	\$100,960
Estimate of Expenditures	
Administrative/Management Costs	\$12,000
PG&E Service	\$800
Water Service	\$7,500
Legal Notices	\$0
Property Tax and County Collection Fees	\$500
Engineering/Inspection Service	\$2,500
Weed Abatement Services	\$12,000
Other Professional Services	<u>\$27,000</u>
Total Estimate of Expenditures	\$62,300
Estimate of Reserves	
Operating Reserves ¹	\$31,150
Capital Reserves	<u>\$339,210</u>
Total Estimate of Reserves	\$370,360
Projected Surplus Ending Fund Balance (6/30/2025)	\$0

¹Operating Reserves are estimated to be 50% of the annual expenditures.

The purpose of the various reserves is to ensure the District will have funds available for cashflow purposes and to repair or reconstruct the improvements that are the responsibility of the District.

The Operating Reserve target is fifty percent (50%) of the projected expenditures. Maintaining a fully funded Operating Reserve eliminates the need for the City to transfer funds from non-District accounts to pay for operational expenses during the first half of the fiscal year and provides the District with sufficient funds to address any unforeseen or unusual expenditures that may occur during the year.

The purpose of collecting and holding funds in a Capital Reserve is so that when and if improvements need to be replaced or expenditures that are greater than can be conveniently raised from a single year's assessment, funds are available so that the District can respond and address the need promptly.

A summary of the improvements initially constructed that may require replacement at the end of their useful life, an estimate of the cost for each improvement, an estimate of the service life of each improvement, and the targeted annual collection amount for each improvement follows:

Item	Quantity	Unit	Unit Cost	Total Cost Estimate	Estimate of Service Life (Years)	Target Annual Collection Amount
Tree Replacement	33	EA	\$285	\$9,405	40	\$235
Entry Monument Replacement	1	EA	\$4,000	\$4,000	25	\$160
V-Ditch Repair/Replacement	2,038	LF	\$50	\$101,900	25	\$4,076
Vortsentry Replacement	1	EA	\$100,000	\$100,000	100	\$1,000
Stormwater Basin Replacement	48	EA	\$2,000	\$96,000	10	\$9,600
CB/MH/SD Pipe Replacement	1	LS	\$79,000	\$79,000	100	\$790
General	-	-	-	-	-	\$2,000
Total				\$390,305		\$17,861

PART C

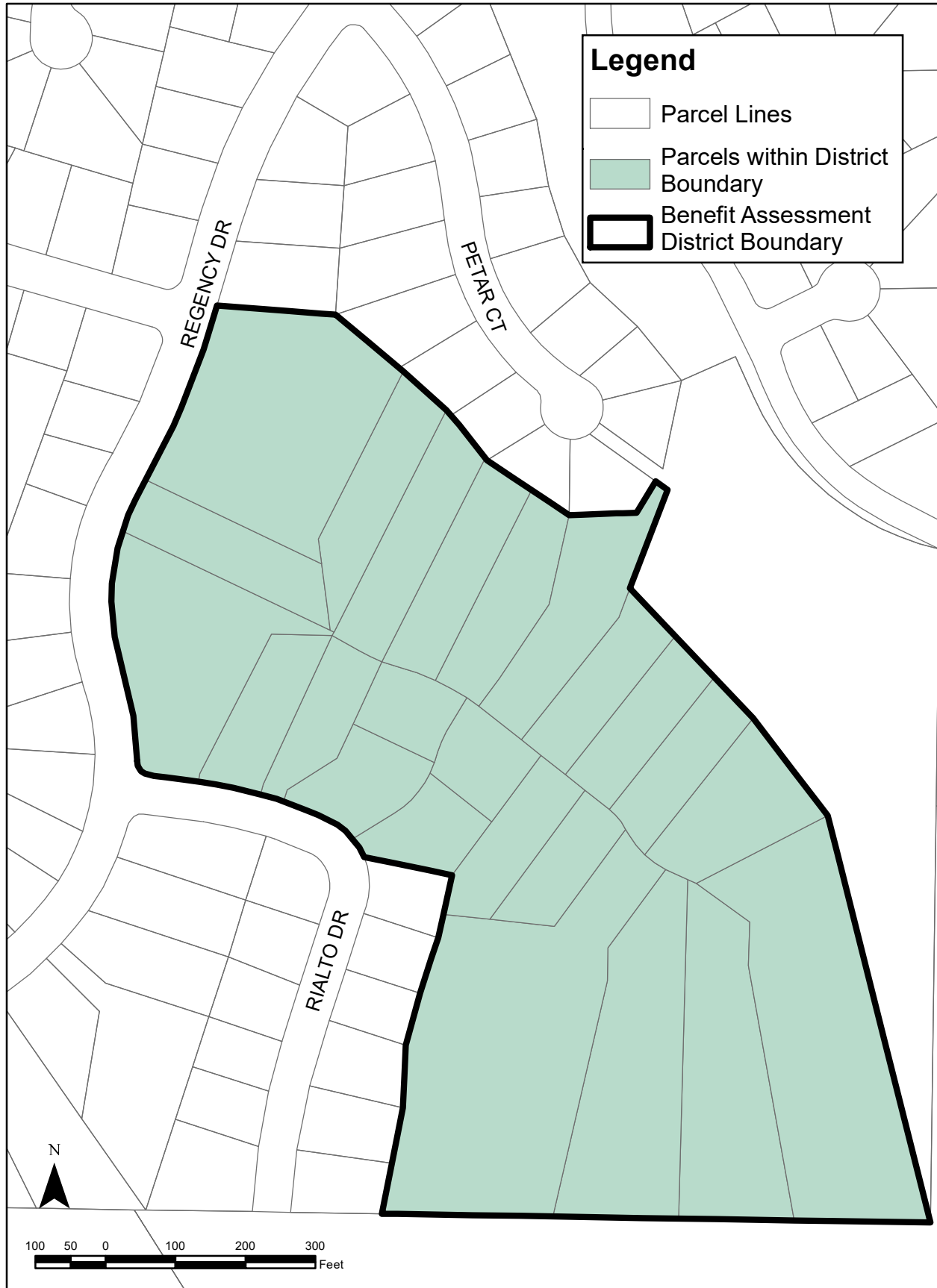
ASSESSMENT DISTRICT DIAGRAM

The boundaries of the District are shown herein. The lines and dimensions of each parcel within the District are those lines and dimensions shown on the maps of the Contra Costa County Assessor for the year in which this Report was prepared and are incorporated by reference herein and made part of this Report.

A reduced copy of the Assessment Diagram is shown on the following page.

City of Clayton Diablo Estates at Clayton Benefit Assessment District

9a Attachment 3



PART D

METHOD OF APPORTIONMENT OF ASSESSMENTS

General

The 1982 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements and property related services which include the construction, maintenance and servicing of drainage, flood control, street lighting, streets, roadways, and appurtenant facilities. Section 54711 of the 1982 Act further requires that the cost of these improvements be levied according to benefit conferred upon properties rather than assessed value. This Section states:

“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service.”

In addition, the 1982 Act permits the designation of zones or areas of benefit within any individual assessment district. Thus, the 1982 Act requires the levy of a true "assessment" rather than a "special tax."

Article XIID, Section 4(a) of the California Constitution (also known as Proposition 218, approved by the California voters in November 1996) limits the amount of any assessment to the proportional special benefit conferred on the property.

“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways, and that portion of public property that is not developed and used for business purposes similar to private residential, commercial, industrial, and institutional activities.

Discussion of Benefit

The District consists of all Assessor Parcels within the boundaries of the District. The method of apportioning costs and assessing properties is based upon the proportional special benefits to be conferred by the improvements and services to the properties within the boundaries of the District that are over and above the general benefits conferred to property or the public at large. The apportioning of special benefit is a two-step process: the first step is to identify the types of special benefits arising from the improvements and services, and the second step is to allocate the costs and assign assessments to property based on the estimates of the special benefit being conferred to each property.

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's use of the District's storm drain system, streets and sidewalks, corridor landscaping, lighting, or a property owner's specific demographic status. With reference to the requirements for assessments the following benefit categories summarize the types of special benefit to residential, commercial, industrial, and other lots and parcels resulting from the installation, maintenance, and servicing of the improvements to be provided with the assessment proceeds. These categories of special benefit are derived in part from the statutes passed by the California Legislature and other studies which describe the types of special benefit received by property from the installation, maintenance, and servicing of improvements such as those proposed by the District. These types of special benefit are summarized as follows:

- Creation of individual lots for residential use that, in absence of the services and improvements to be funded by the assessments, would not be created.
- Improved utility and usability of property.
- Improved safety and security lighting for property.
- Enhanced visual experience, and desirability of the area.
- Protection of views, scenery and other resources, values and environmental benefits enjoyed by residents and guests and preservation of public assets maintained by the City.
- Moderation of temperatures, dust control, and other environmental benefits.

These benefits when conferred to property in the District, specifically increase the utility of the property within the District. For example, the assessments will provide funding to maintain lighting that improves safety and access to the property after dark and landscaping that provides visual and environmental benefits to the properties within the District. Such improved and well-maintained public facilities enhance the overall usability, quality, desirability, and safety of the properties. Moreover, funding for the maintenance and servicing of such public facilities is a condition of development of Diablo Estates at Clayton that is needed to mitigate the negative impacts of this development on the City. Without the District, this condition of development would not have been satisfied, which may have affected the approval of new homes on the property. This is another special benefit to the properties in the District.

General versus Special Benefit

The proceeds from the District would be used to fund improvements and increased levels of maintenance to the public facilities that serve and benefit the properties in the District. In the absence of the District, such improvements would not be properly maintained. Therefore, the District is specifically proposed to ensure that the necessary and beneficial public facilities for property in the District are properly maintained and repaired over time. The assessments will ensure that landscaping and street lighting within and adjacent to the District are functional, well maintained, clean and safe. These public resources directly benefit the property in the District and will confer distinct and special benefits to the properties within the District.

In absence of the assessments, a condition of development would not have been met and home construction in the District may have been denied. The creation of residential lots and the approval for the construction of homes in Diablo Estates at Clayton is the overriding clear and distinct special benefit conferred exclusively on property in the District and not enjoyed by other properties outside the District. Moreover, benefits to the public at large, if any, will be offset by benefits residents within the District receive from the use of other similar public facilities not funded by the District. Therefore, the assessments solely provide special benefit to property in the District (100% special benefit) over and above the general benefits conferred to the public at large or properties outside the District.

Method of Assessment

This process of apportioning assessments for each property involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalent dwelling units (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated an SFE value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Single Family Equivalent unit or one SFE.

Assessment Apportionment

The proposed improvements and services provide direct and special benefit to properties in the District. Diablo Estates at Clayton is a residential single family development project consisting of a total of 24 single family homes, each on a separate parcel. As such, each residential property receives similar benefit from the proposed Improvements. Therefore, the Engineer at the time of formation determined that the appropriate method of apportionment of the benefits derived by all parcels is on a dwelling unit or single family residence basis. All improved properties or properties proposed for development are assigned an SFE factor equal to the number of dwelling units developed or planned for the property. In other words, developed parcels and vacant parcels with proposed development will be assessed 1 SFE.

It was recognized that the cost of maintaining the District improvements and providing services would increase slightly each year because of inflation. For this reason, the property owners approved a formula for increasing assessments for each future fiscal year to offset increases in costs due to inflation. Therefore, the maximum annual assessment rate may be increased annually in an amount tied to the Consumer Price Index for Urban Consumers (CPI-U) for the San Francisco Bay Area as of April of each succeeding year, with the maximum annual increase not to exceed 4%. In the event that the annual change in the CPI exceeds 4%, any percentage change in excess of 4% can be cumulatively reserved and can be added to the annual change in the CPI for years in which the CPI change is less than 4%.

The change in the CPI from April 2023 to April 2024 was 3.77%. Since the change in CPI is below 4.00% and there is an Unused CPI balance of 1.19%, the maximum assessment rate will be increased by 4.00%, resulting in a remaining Unused CPI balance of 0.96%.

The maximum assessment rate for Fiscal Year 2024-25 is increased by 4.00% over the maximum assessment rate for Fiscal Year 2023-24. The Maximum assessment rate for Fiscal Year 2023-24 was \$4,239.80 which equates the maximum assessment rate for Fiscal Year 2024-25 to \$4,409.39. The cost estimate in this Engineer's Report proposes an applied assessment rate of \$4,060.84 for Fiscal Year 2024-25, which is a 4.00% increase over the Fiscal Year 2023-24 applied assessment rate. The Fiscal Year 2024-25 proposed assessment rate is below the FY 2024-25 maximum assessment rate.

The assessments are listed on the Assessment Roll in Appendix A.

Appeals and Interpretations

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with City Engineer or his or her designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the City Engineer or his or her designee will promptly review the appeal and any information provided by the property owner. If the City Engineer or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the City Engineer or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any property owner who disagrees with the decision of the City Engineer or her or his designee may refer their appeal to the City Council of the City of Clayton and the decision of the City Council of the City of Clayton shall be final.

PART E

ASSESSMENT ROLL

A list of names and addresses of the owners of all parcels, and the description of each parcel within the District is shown on the last equalized Secured Property Tax Roll of the Contra Costa County Assessor, which by reference is hereby made a part of this Report.

This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll, which includes the proposed amount of assessments for Fiscal Year 2024-25 apportioned to each parcel. The Assessment Roll is on file in the Public Works Department of the City and is shown in this Report as Appendix "A".

The total proposed assessment for Fiscal Year 2024-25 is \$97,460.16.

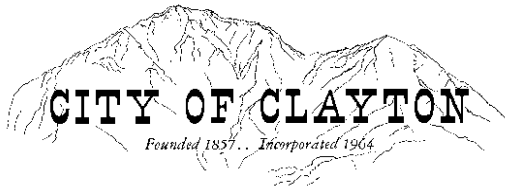
APPENDIX "A"
ASSESSMENT ROLL

**DIABLO ESTATES AT CLAYTON
BENEFIT ASSESSMENT DISTRICT**

9a Attachment 3

**ASSESSMENT ROLL
FISCAL YEAR 2024-25**

Assessor's Parcel Number	Property Address	Assessment Amount
119-630-003	22 SEMINARY RIDGE PL	\$4,060.84
119-630-004	18 SEMINARY RIDGE PL	\$4,060.84
119-630-005	14 SEMINARY RIDGE PL	\$4,060.84
119-630-006	10 SEMINARY RIDGE PL	\$4,060.84
119-630-008	15 SEMINARY RIDGE PL	\$4,060.84
119-630-009	19 SEMINARY RIDGE PL	\$4,060.84
119-630-010	23 SEMINARY RIDGE PL	\$4,060.84
119-630-012	27 SEMINARY RIDGE PL	\$4,060.84
119-630-013	26 SEMINARY RIDGE PL	\$4,060.84
119-630-014	9 SEMINARY RIDGE PL	\$4,060.84
119-640-001	6 SEMINARY RIDGE PL	\$4,060.84
119-640-004	7 PROMONTORY PL	\$4,060.84
119-640-010	16 PROMONTORY PL	\$4,060.84
119-640-011	12 PROMONTORY DR	\$4,060.84
119-640-012	8 PROMONTORY PL	\$4,060.84
119-640-013	4 PROMONTORY PL	\$4,060.84
119-640-016	2 SEMINARY RIDGE PL	\$4,060.84
119-640-017	3 SEMINARY RIDGE PL	\$4,060.84
119-640-018	11 PROMONTORY PL	\$4,060.84
119-640-019	17 PROMONTORY PL	\$4,060.84
119-640-020	21 PROMONTORY PL	\$4,060.84
119-640-021	24 PROMONTORY PL	\$4,060.84
119-640-022	20 PROMONTORY PL	\$4,060.84
119-640-023	5 SEMINARY RIDGE PL	\$4,060.84
Parcel Count: 24		\$97,460.16



City Council Agenda Item 10a

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Stephanie Cabrera-Brown, City Clerk/ Assistant to the City Manager

DATE: July 16, 2024

SUBJECT: Adopt a Resolution Making Appointments to the Clayton Planning Commission

RECOMMENDATION

Adopt a Resolution appointing three (3) individuals to the Planning Commission for a 2-year term, expiring June 30, 2026.

BACKGROUND

The terms of office for three (3) existing Planning Commissioner expired on June 30, 2023. Staff advertised the Planning Commission vacancies on the City's website, distributed to the public via the Planning Commission and City Council agenda distribution email lists, and posted at the City's three (3) posting areas. The Planning Commissioners whose terms expired on June 30th were also encouraged to apply for reappointment. The deadline to submit an application or interest in reappointment was June 30, 2024. Five (5) applications were received for appointment and included interest from the three commissioners whose terms recently expired. All applications were received by the filing date.

Applications received (in scheduled interview order):

1. Richard Enea
2. Dan Richardson
3. Maria Shulman
4. Nathalie Archangel-Montijo

5. Nate Brzovich

Interviews for the Planning Commission will take place at 6:00 p.m., during the regular City Council meeting, the full City Council will interview each of the candidates. Official appointments to the Planning Commission require a full City Council vote.

DISCUSSION

After conducting interviews for the commission vacancies, staff requests the Council deliberate and select three of the candidates to be appointed to the commission. Three of the five candidates are seeking reappointment to the commission and are eligible to serve another term. The selected candidates will be appointed at the July 16, 2024, City Council meeting and serve a 2-year term, with a term end date of June 30, 2026.

FISCAL IMPACT

Stipends for the 2024-2025 Planning Commission have been set aside in the FY2024-25 budget.

CEQA IMPACT

None.

ATTACHMENTS

1. Resolution making appointments to the Planning Commission
2. Applications (5) – 17 pages (in interview order)
3. Planning Commission Interview Schedule and Questions

RESOLUTION NO. XX-2024

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

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

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

WHEREAS, staff advertised the upcoming vacancy of three appointive positions on the Planning Commission and set a deadline of June 30, 2024 for candidates to submit an application to serve; and

WHEREAS, Five interested citizens submitted timely applications expressing willingness to serve in this appointed capacity, of the five applicants, three are seeking reappointment; and

WHEREAS, on July 16, 2024 the Clayton City Council publicly interviewed the five candidates;

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

: July 16, 2024 through June 30, 2026
: July 16, 2024 through June 30, 2026
: July 16, 2024 through June 30, 2026

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 16th day of July 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

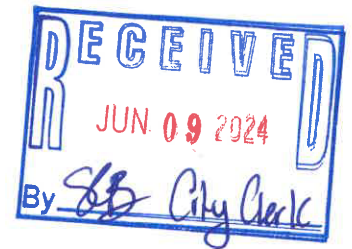
ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk



*** PLANNING COMMISSION APPLICATION ***

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

Name: Richard G. Enea

Date: June 8, 2024

Home address: [REDACTED] Indian Wells Way Contact phone [REDACTED]

Length of residence in Clayton: 1990-2004, 06/22-present

Email address: [REDACTED]

Present employer: Retired

Occupation: Retired Law Enforcement

A. Education and special training:

BA Degree - Sacramento State

Planning Commission training - League of California Cities.

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

Current Planning Commissioner for two years,
current chair.

Former Planning Commissioner for the City of
Crescent City, 2005, 2009-2010.

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

To conduct public meetings on various issues
regarding planning.

To follow and adhere to the General plan and
ordinances of the City.

To advise the City Council of various issues
regarding planning items.

D. Other interests and hobbies:

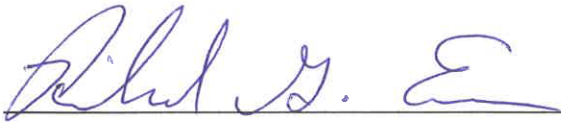
I am very interested in serving my city.

I would like to continue in the role of
Planning Commissioner.

I am on the HOA for Black Diamond Homeowner's
Board.

E. List three references with phone numbers:

[Redacted area]



Signature

The city of Clayton appreciates your interest and willingness to seek involvement in your community through civic service. Thank you for your application.



RECEIVED

JUN 17 2022

City of Clayton

*** CITY PLANNING COMMISSION *
APPLICATION**

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

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

Name: Daniel Richardson

Date: 6/16/2022

Home address: [REDACTED] Morningside Drive Contact phone: [REDACTED]

Length of residence in Clayton: 32 years

Email address: [REDACTED]

Present employer: retired

Occupation: _____

A. Education and special training: A lifetime of public service has helped me in skills that aid in resolving tough, and often passionate neighborhood and community wide issues.

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

In addition to a 30+ plus year career in public service that include regular involvement in the planning process, my 4+ years helping pass a new landscape maintenance assessment, and 8 years on the Clayton Planning Commission (including serving as chair) provided me with a better understanding of Clayton, and demonstrated my ability to reach community agreement over tough issues.

From: [Dan Richardson](#)
To: [Stephanie Cabrera-Brown](#)
Subject: Re: Notice of Expiring term on June 30, 2024: Planning Commission
Date: Friday, June 7, 2024 7:29:19 AM

Dear Ms. Cabrera-Brown,

Thank you for your email regarding reappointment to the Planning Commission. I am happy to hear that the City Council is pleased with my performance.

I am interested in continuing to serve as a Planning Commission member. My prior application is relevant. Please let me know if there's anything more I need to do.

Respectfully,

Dan Richardson

Sent from my iPad

On Jun 6, 2024, at 6:28 PM, Stephanie Cabrera-Brown
<stephaniecb@claytonca.gov> wrote:

Dear Commissioner Richardson:

I hope this email finds you well. I am writing to inform you that your term on the Planning Commission is set to expire on June 30, 2024. The City Council is grateful and pleased with your service and would like to extend an offer to submit for reappointment.

If you are interested and willing to continue serving on the Planning Commission, please submit an email indicating your desire for reappointment. An application is also included in the event you would like to update your information. Your commitment and dedication to the city of Clayton are greatly appreciated, and we value your continued contribution to the community. The application period will open on June 10, 2024 and extend through June 28, 2024. The council will receive and review the applications and have sent a tentative date of July 16th at 5:00 pm to begin conducting the interviews. Appointment of the selected applicants will be made the same evening during the regular city council meeting scheduled for 7:00 pm.

Please let me know if you have any questions.

Thank you for your service and for considering this reappointment opportunity.

Best regards,

Stephanie Cabrera-Brown (pronouns: she/her)

City Clerk/Assistant to the City Manager

City of Clayton

Phone: (925) 673-7304

6000 Heritage Trail

Clayton, CA 94517

Website: www.claytonca.gov

<image001.jpg>

<PC Application 060624.pdf>



*** PLANNING COMMISSION APPLICATION ***

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

Name: Maria Shulman

Date: 6/13/2024

Home address: [REDACTED] Contact phone: [REDACTED]

Length of residence in Clayton: 16 years

Email address: [REDACTED]

Present employer: RO Healthcare Inc.

Occupation: Registered Nurse Clinical Supervisor

A. Education and special training:

Temple University, Bachelor's in Criminal Justice with a minor in Mental Health
Germantown Hospital & Medical Center School of Nursing. Diploma in Nursing
University of Texas at Arlington. Bachelors of Nursing Public Health & Master's in Healthcare Administration.
Institute for Local Government. Leadership & Governance, Public Engagement, Personal & Organizational Ethics, and Effective Leadership & Culture.
California County Planning Commissioner's Association. Housing, Sustainability and Community Development.

My various educational training has allowed me to work with diverse populations, seek solutions to problems based on mediation, compromise, and financial viability, and work within the confines of state, local, and federal laws.

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

For the last two years, I've been a member of the Clayton Planning Commission and the current Vice Chair. Additionally, I have six years of banking experience and 27 years of nursing experience, making it critical to use analytical and critical thinking problem-solving skills. It's essential to decipher patterns and trends and make predictions/decisions based on factual information.

A commissioner must be fair and open-minded to differing opinions. All decisions must be made objectively, even in the face of unpopular ones.

Personal responsibility and ethics are essential. To be truthful in words and actions at all times.

The ability to communicate by listening to what is said, asking open-ended questions for clarification, taking in different opinions, and not coming to a conversation with a preconceived notion.

Bridging the divide by redirecting conversations after concerns and opinions have been voiced to find workable solutions.

A commissioner must always work within the confines of the city master plan, municipal codes, and state and federal laws.

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

The role of a planning commissioner is to promote economic health, control growth within the city, and improve the quality of life for the community utilizing local, state, and federal laws. They give recommendations to influence the approval of developments, infrastructure investment, and land use plans. Commissioners must be impartial and support diversity and equitable solutions for the public, staff, and officials. Planning commissioners must utilize critical decision-making skills to decipher essential issues from the irrelevant and communicate with the community. A commissioner should not make unrealistic promises to community members but build consensus through communication. Planning commissioners are visionaries as they see the community's bigger picture, problems, and potential. Finally, they also are an advisory panel to the city council.

D. Other interests and hobbies:

Board member for the Clayton Community Library Foundation

Volunteer at local Clayton community clean-ups

Volunteer for the Clayton Special Events Committee

Volunteer Concerts in the Grove in the Summer of 2023, collecting donations

An active member of the American Organization for Nurse Leadership

National Incident Management System Training with FEME/Emergency Management Institute.

Educational Trainer for RO Healthcare Inc.

Writer for healthcare publications and apps

E. List three references with phone [REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Maria Shulman

[REDACTED]

[REDACTED] city of Clayton appreciates your interest and willingness to seek involvement in your community through civic service. Thank you for your application.

From: mariashulman@comcast.net
To: [Stephanie Cabrera-Brown](#)
Subject: Re: Notice of Expiring term on June 30, 2024: Planning Commission
Date: Thursday, June 13, 2024 8:00:18 PM
Attachments: [PlanningCommission Application 060624 FINI.pdf](#)

Hi Stephanie.

Here is the completed Planning Commission application. I will come in on Monday, 6/17/24, to provide a wet signature if that works for your schedule. Please let me know if Monday works for you.

Thank you,

Maria Shulman

From: Stephanie Cabrera-Brown <stephaniecb@claytonca.gov>
Sent: Friday, June 7, 2024 2:08 PM
To: mariashulman@comcast.net <mariashulman@comcast.net>
Subject: Automatic reply: Notice of Expiring term on June 30, 2024: Planning Commission

Thank you for your email. I am currently off site at a training session and will be returning on Monday, June 10, 2024.

I will be mostly offline during this time.

For urgent matters, please call City Hall at 925-673-7300

All other matters will be addressed when I return.

Kindly,

Stephanie Cabrera-Brown (pronouns: she/her)
City Clerk/Assistant to the City Manager
City of Clayton
Phone: (925) 673-7300
6000 Heritage Trail
Clayton, CA 94517
Website: www.claytonca.gov



*** PLANNING COMMISSION APPLICATION ***

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

Name: NATHALIE ARCHANGEL - MONTIJO

Date: 6/15/24

Home address: [REDACTED] REGENCY DRIVE Contact phone: [REDACTED]

Length of residence in Clayton: 16 YEARS

Email address: [REDACTED]

Present employer: KAISER

Occupation: REGIONAL DIRECTOR RESOURCE STEWARDSHIP

A. Education and special training: TRAINED AS AN ADULT/GERIATRIC NURSE PRACTITIONER AND A LICENSED ACUPUNCTURIST. I HAVE TWO MASTER'S DEGREES AND ONE POST MASTER'S CERTIFICATE. I AM CERTIFIED IN PALLIATIVE CARE AND INFECTION CONTROL.

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

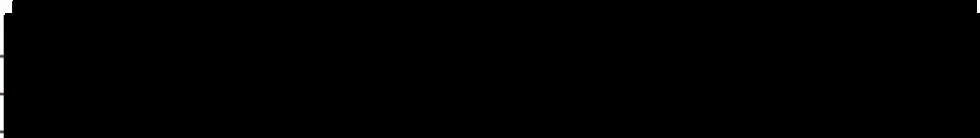
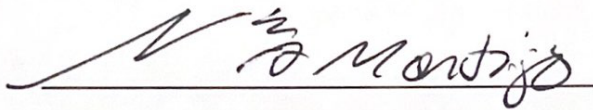
I HAVE BEEN A FACILITY ADMINISTRATOR AND CONSULTED AS AN INFECTION PREVENTION EXPERT ON PROJECTS IN THE ACUTE CARE HOSPITAL SETTING.

C. What do you consider to be the role of a Planning Commissioner? TO REPRESENT THE INTEREST OF THE CITIZENS OF OUR COMMUNITY IN THE CONSIDERATION OF CITY PROJECTS.

D. Other interests and hobbies:

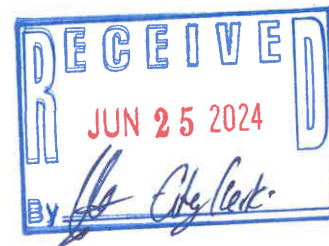
PROFESSIONAL MUSICIAN, ACTOR
MEMBER OF CLAYTON THEATRE COMPANY
AND THE CLAYTON VALLEY GARDEN CLUB.

E. List three references with phone numbers:

A large black rectangular redaction box covers the area where three references and their phone numbers would be listed. The box is flanked by three horizontal lines on each side, corresponding to the prompt above.A handwritten signature in black ink, appearing to read "V. Montijo", is written over a horizontal line.

Signature

The city of Clayton appreciates your interest and willingness to seek involvement in your community through civic service. Thank you for your application.



*** PLANNING COMMISSION APPLICATION ***

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

Name: Nate Brzovich
Date: 6/17/2024
Home address: [REDACTED] Indianhead Circle Contact phone: [REDACTED]
Length of residence in Clayton: 9 Years
Email address: [REDACTED]
Present employer: Retiree First
Occupation: Regional Vice President

A. Education and special training:

Nate Brzovich is a seasoned professional with a solid educational background and extensive experience in sales and business development across the healthcare and insurance sectors. He holds a Bachelor of Science in Business from Saint Mary's College of California, a foundation that has supported his career achievements and strategic expertise.

Nate's career began at Argo Insurance, where he led the Green Architects & Engineers Practice Leader. His innovative work was recognized nationally, and he was featured in National Underwriter magazine.

In August 2011, Nate joined Blue Shield of California as a Sales Analyst for Core Accounts. Over the next six years, he climbed the ranks to become a Sales Executive. Nate developed new business opportunities through various funding arrangements, managed channel partner relationships, and consistently exceeded sales goals.

In May 2017, Nate transitioned to Collective Health as the Regional Vice President in San Francisco. There, he led enterprise business development for self-funded sales in Northern California, managing a sales consultant team and driving internal and external strategies to surpass new business objectives.

From June 2019 to October 2020, Nate served as the Sales Director for Crossover Health in the Western Region. He developed and executed a comprehensive sales strategy, revamped actuarial analytics and clinical offerings, and collaborated cross-functionally with marketing to create effective strategies.

Nate's most recent roles have been with Marathon Health and RetireeFirst. At Marathon Health, he served as the Vice President of Market Development for the Western Region, where he formulated strategic roadmaps for market expansion and implemented innovative financial modeling analytics. Since December 2021, Nate has been the Regional Vice President for RetireeFirst, where he has continued to drive sales growth, manage high-performing teams, and enhance actuarial analytics platforms.

Nate's educational background, combined with his extensive experience and consistent track record of exceeding sales targets, highlights his expertise and leadership. He also holds a Life Agent License from the State of California.

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

In addition to Nate's vast experience working in the healthcare industry, he currently serves on The School Board at Ygnacio Valley Christian School. The position entails fiscal planning, budgeting, expansion of school facilities, and oversight of infrastructure initiatives to maintain productivity, health, and happiness of students, staff, and teachers.

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

A City Planning Commissioner plays a crucial role in shaping the development and growth of a city. Their responsibilities can be quite broad and impactful, often involving a mix of regulatory, advisory, and public engagement duties. The primary roles and responsibilities of a City Planning Commissioner consist of the following:

- 1. Review and Approve Development Proposals:**
 - Evaluate development plans, zoning changes, and land-use applications to ensure they comply with the city's master plan and zoning regulations.
 - Assess the impact of proposed developments on the community, infrastructure, and environment.
- 2. Develop and Update Comprehensive Plans:**
 - Participate in the creation and revision of the city's comprehensive or master plan, which outlines long-term goals for land use, transportation, housing, and community facilities.
 - Ensure that the plan reflects the needs and aspirations of the community.
- 3. Zoning and Land Use Regulation:**
 - Recommend changes to zoning ordinances and land use policies to the city council.
 - Address issues related to zoning variances, conditional use permits, and subdivisions.
- 4. Public Engagement and Community Involvement:**
 - Conduct public hearings and meetings to gather input from residents, businesses, and other stakeholders.
 - Communicate planning decisions and policies clearly to the public, fostering transparency and trust.
- 5. Environmental and Sustainability Planning:**
 - Promote sustainable development practices and environmental stewardship.
 - Ensure that planning decisions consider environmental impact, including water and air quality, green space preservation, and climate resilience.

6. Transportation and Infrastructure Planning:

- Work on planning initiatives related to transportation networks, public transit, and infrastructure development.
- Coordinate with other agencies and departments to align transportation planning with land use goals.

7. Economic Development and Housing:

- Support strategies that promote economic growth, job creation, and affordable housing.
- Address issues related to housing diversity, density, and affordability.

8. Policy Development and Implementation:

- Develop policies that guide city growth and development in alignment with the comprehensive plan.
- Monitor and evaluate the implementation of planning policies and their effectiveness.

9. Interagency Coordination:

- Collaborate with regional planning organizations, neighboring municipalities, and state agencies on issues that cross jurisdictional boundaries.
- Ensure regional consistency and coordination in planning efforts.

10. Education and Professional Development:

- Stay informed about current trends, best practices, and legal requirements in urban planning.
- Participate in training sessions, workshops, and conferences to enhance planning knowledge and skills.

Additional Responsibilities

- **Advisory Role:** Serve as an advisor to the city council and other municipal bodies on planning and development matters.
- **Conflict Resolution:** Mediate disputes between developers, residents, and other stakeholders to find balanced and fair solutions.
- **Data Analysis and Research:** Analyze demographic, economic, and environmental data to inform planning decisions and policy development.
- **Site Visits and Inspections:** Conduct site visits to assess existing conditions and the potential impact of proposed developments.

Skills and Qualities

- **Analytical Thinking:** Ability to analyze complex information and make informed decisions.
- **Communication:** Strong verbal and written communication skills to articulate planning concepts and decisions.
- **Collaboration:** Ability to work collaboratively with a diverse range of stakeholders.
- **Attention to Detail:** Keen attention to detail to ensure thorough review of planning documents and proposals.
- **Vision and Creativity:** Visionary thinking to plan for the city's long-term future and creativity to solve urban planning challenges.

City Planning Commissioners play a pivotal role in shaping the physical, social, and economic landscape of a city. Their decisions can have lasting impacts on the community's quality of life and overall sustainability.

D. Other interests and hobbies:

As an active member in the Clayton Community, Nate enjoys coaching his daughter's Youth sports teams, taking in the natural beauty the City of Clayton offers, and attending the various events The City hosts throughout the year with his family. Nate's hobbies include golfing, fishing, and hunting.

E. List three references with phone numbers:

_____

Signature

The city of Clayton appreciates your interest and willingness to seek involvement in your community through civic service. Thank you for your application.

Planning Commission Interview Schedule

6:00 p.m. – Richard Enea

6:15 p.m. – Dan Richardson

6:30 p.m. – Maria Shulman

6:45 p.m. – Nathalie Archangel-Montijo

7:00 p.m. – Nate Brzovich

INTERVIEW QUESTIONS FOR PROSPECTIVE CLAYTON PLANNING COMMISSIONERS

July 16, 2024

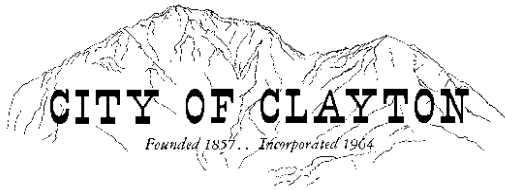
Name of applicant: _____ Interview time: _____

1. How has your background in education and/or work experience prepared you to serve on the Planning Commission?

2. What do you see is the role of a Planning Commissioner?

3. Planning Commissioners at times address issues that may have differing opinions throughout the community and commission. Knowing the definition of a Planning Commissioner you just stated, how would you approach these differing views and how would they impact your decision making as a Planning Commissioner?

4. What are some major issues you believe could come in front of the Planning Commission in the next 2 years?



City Council Agenda Item 10b

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Adam Politzer, City Manager

DATE: July 16, 2024

SUBJECT: Authorize the City Manager to execute Amendment No. 2 to the City of Clayton's Professional Services Agreement with Theis Engineering & Associates for City Engineering Services for Additional Limited Time Public Works Management Services

RECOMMENDATION

The City Manager is recommending the City Council authorize the City Manager to execute Amendment No. 2 to the City of Clayton's Professional Services Agreement with Theis Engineering & Associates for City Engineering Services for additional limited time Public Works management services, with no extension to the term, and for an additional amount not to exceed \$37,200.

BACKGROUND

At its January 17, 2023, meeting, the City Council approved a Professional Services Agreement with Theis Engineering & Associates for city engineering services including serving as the City Engineer for the period of January 20, 2023 through January 30, 2024 with up to four one-year renewals authorized by mutual agreement of both parties.

Recently both parties executed Amendment #1, after the City Council at its May 7, 2024, meeting authorized a one-year extension of the contract through June 30, 2025.

DISCUSSION

The City of Clayton operates with a small in-house staff to perform its citywide functions. The City is requesting some additional Public Works project management services for various tasks beyond the existing contracted City Engineering Services. Mr. Theis is a former Public Works Director/Assistant City Manager who is experienced in the types of projects the require

additional assistance and oversight from Staff. Based on Mr. Theis' current workload, he is able to offer an additional 12 hours per month to be distributed over the following tasks as directed and/or prioritized by the City Manager.

1. Oversight and provide support to the Energy Efficiency Project being performed by Climatec.
2. Coordination with County Library Staff for potential library renovation project.
3. Coordination with PG&E on rate schedule conversion for LED installation on City owned streetlights and future conversion on PG&E owned streetlights.
4. Coordination with CEMEX on donation of funds or materials for a street improvement project along Mitchell Canyon Road.
5. Coordination with Public Works Superintendent and provide support services.

FISCAL IMPACT

Theis Engineering & Associates will only invoice based on actual time spent on the assigned tasks listed in the attached scope of work. The maximum amount will not exceed \$3,100 per month, which is approximately 12 hours of additional services. The maximum annual increase for FY 2024-2025 would be \$37,200.

100% General Fund Budget, except for specific projects that receive funding from other sources.

CEQA IMPACT

No CEQA Impact.

ATTACHMENTS

1. Amendment No. 2 with Scope of Work "Exhibit C"
2. Updated City of Clayton Org. Chart

CITY OF CLAYTON
AMENDMENT No. 2 TO PROFESSIONAL SERVICES AGREEMENT

Theis Engineering and Associates, Inc. ("Consultant") and the City of Clayton ("City"), a municipal corporation, previously entered into an agreement with an effective date of January 18, 2023 relating to a professional services agreement for municipal engineering. Section 24 of that agreement provides that "This Agreement may not be modified or altered except in writing signed by both Parties hereto."

City and Consultant mutually agree to amend the agreement as follows:

1. Replace Section 1. "Services" as follows:

Consultant shall provide the City with the services described in the following:

- a. Scope of Services attached hereto as Exhibit "A"
- b. Consultant's Proposal attached hereto as Exhibit "B"
- c. Additional Limited Time Services attached hereto as Exhibit "C"

In all other respects, the agreement shall remain unchanged and in full force and effect.

City of Clayton

Theis Engineering and Associates, Inc.

Adam W. Politzer Date
Interim City Manager

Date

Attest

Printed Name

Stephanie Cabrera-Brown, City Clerk

Printed Title

Approved as to form.

Malathy Subramanian, City Attorney



EXHIBIT C

July 10, 2024

Adam Politzer
Interim City Manager
City of Clayton
6000 Heritage Trail
Clayton, CA 94517

RE: Additional City Engineering Services – Scope of Work and Fee Proposal

Dear Mr. Politzer,

Per the City's request, Theis Engineering & Associates is pleased to offer additional as needed/as directed city engineering services for various tasks as described below.

We plan to perform these services in accordance with the agreement between the City of Clayton and Theis Engineering & Associates dated January 18, 2023. Theis Engineering & Associates will only invoice based on actual time spent and each task will be tracked separately for budget purposes. All work will be performed by City Engineer Larry Theis and Deputy City Engineer Jason Chen and their hourly rates are \$258 and \$234.50 respectively (valid through June 30, 2025). Other direct costs or subconsultant costs will be charged at actual costs plus 10%.

PROJECT TASKS

Coordination with the Maintenance Division for Additional As Needed Services for Limited Time Period

Theis Engineering & Associates understands the City of Clayton operates with a small in-house staff to perform its citywide functions. The City is requesting some additional public works project management services for various tasks beyond the existing contracted City Engineering services. We are pleased to offer an additional 12 hours per month for a limited time period which will be distributed over the following tasks as directed and/or prioritized by City Staff:

1. Oversight and provide support to the Energy Efficiency Project being performed by Climatec
2. Coordination with County Library Staff for potential library renovation project
3. Coordination with PG&E on rate schedule conversion for LED installation on City owned streetlights and future conversion on PG&E owned streetlights
4. Coordination with CEMEX on donation of funds or materials for a street improvement project along Mitchell Canyon Road
5. Coordination with Public Works Superintendent and provide support services

Total of 12 hours maximum per month at \$258 per hour = \$3,100 (NOT TO EXCEED PER MONTH).

Limited Time Period – July 2024 to June 2025 (12 months)

The City may elect to reassign any or all of the tasks at any time. The City will provide written directions as to the revised budgeted hours per month, if any, and what tasks to continue to work on.



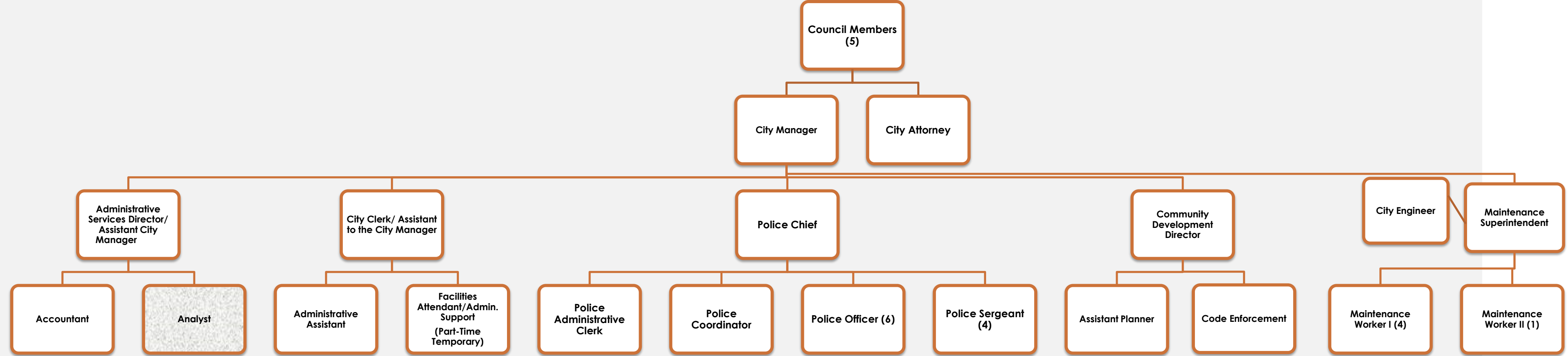
Please contact me if you have any questions.

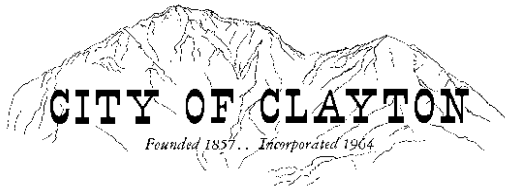
Sincerely,

A handwritten signature in blue ink, appearing to read 'L Theis', with a long horizontal flourish extending to the right.

Larry Theis
President
Theis Engineering & Associates

City Of Clayton Organizational Chart





City Council Agenda Item 10c

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Regina Rubier, Finance Advisor

DATE: July 16, 2024

SUBJECT: Approval of Resolution ordering the levy and collection of special taxes and setting the special tax rate for Fiscal Year 2024 - 25 for Community Facilities District 2006-1 (Downtown Park Operation and Maintenance)

RECOMMENDATION

Adopt a Resolution ordering the levy and collection of special taxes and setting forth the special tax amount for Community Facilities District (CFD) 2006-1 (Downtown Park Operation and Maintenance) for Fiscal Year 2024 - 25.

BACKGROUND

In November 2006, the electorate voted with 68.19% approval to establish a special tax, known as Measure O, for the care and maintenance of a Downtown Park, now known as "The Grove" Park. Measure O was established for a 10-year period (through 2017). In November 2014 the voters approved Measure P (81.25%), an extension of the tax with the same rate methodology for 20 years (from FY 2017 - 18 through 2036 - 37). This action represents the annual levy under this voter approved extension.

This special tax serves as the only funding source for The Grove. The special tax is levied to pay for annual expenses related to costs of the operation, maintenance, repair and replacement of landscaping, irrigation, hardscape, lights, public restroom, gazebo, playground, water, and electricity of "The Grove" Park. "The Grove" Park was opened to public use in January 2008. Other City parks are not maintained by this special tax.

The collection of the special tax is handled by the County as a line item on the property tax bill. The first special tax levied on property owners occurred in 2007.

Pursuant to the terms of voter-approved Measure P, the special tax rate may increase annually by the change in the Consumer Price Index (CPI) in April. However, in no event shall the rate increase by more than 3.0% each year. Given the CPI change from April 2023 to April 2024 posted at 3.8%, the annual increase for the special tax is 3%. This CPI adjustment was also reflected in the workshop presentation of the City FY 2024 - 25 Budget and was included in the budget for Council adoption on June 4, 2024. It is recommended and included in the proposed levy rates to apply an annual increase of 3.0%.

DISCUSSION

The City Council, by Ordinance 401, pursuant to Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to Community Facilities District 2006-1. This Resolution authorizes the Contra Costa County Auditor to place the special tax levy on the next secured property tax roll for the Fiscal Year 2024 - 25.

FISCAL IMPACT

For Fiscal Year 2024 - 25 the levy amount proposed is \$24.97 per residential parcel (an increase of \$0.73 from the prior year rate of \$24.24). The non-residential parcels are to be levied per ¼ acre or fraction thereof and the rates are as follows: Downtown Core, \$336.92 (an increase of \$9.81); Other Commercial, \$147.71 (an increase of \$4.30); Recreation Open Space, \$73.85 (an increase of \$2.16); Multifamily Residential, \$77.61 (an increase of \$2.26). There are approximately 4,128 parcels that are subject to the special tax levy; of these 4,066 are residential and approximately 62 are non-residential.

The total amount of revenue estimated to be levied is \$157,613.50 (an increase of \$4,610.80 from the prior year). These tax revenues are placed into a Special Revenue Fund (No. 211) through which all eligible expenses are tracked, paid, and audited. Allowable expenses include only those for the purposes of the Downtown “The Grove” Park Operation and Maintenance (such as materials, supplies, equipment, utilities, labor, and administration).

CEQA IMPACT

None

ATTACHMENTS

1. Resolution No. XX – 2024 CFD 2006-1 Downtown Park Operation and Maintenance Tax.
2. Summary of Exhibit A to Resolution
3. Annual Special Tax Levy Report (document forthcoming)

4. Downtown “The Grove” Park Maintenance (CFD 2006-1) proposed Budget 2024 - 25
(document forthcoming)

RESOLUTION NO. XX -2024

**A RESOLUTION ORDERING THE LEVY AND COLLECTION OF
SPECIAL TAXES AND SETTING THE SPECIAL
TAX RATE FOR FISCAL YEAR 2024 - 25
FOR COMMUNITY FACILITIES DISTRICT NO. 2006-1
(DOWNTOWN PARK OPERATIONS AND MAINTENANCE)**

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

WHEREAS, the City Council of the City of Clayton, California, (hereinafter referred to as the "legislative body"), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in Community Facilities District No. 2006-1 (hereinafter referred to as "District"), all as authorized pursuant to the terms and provisions of the "Mello-Roos Community Facilities Act of 1982"; being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act"); and,

WHEREAS, this legislative body, by Ordinance No. 401 as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for Fiscal Year 2024 - 25; and,

WHEREAS, the special taxes are in compliance with all laws pertaining to the Act and the levy of special taxes; the special taxes are levied without regard to property valuation, and the special taxes are in compliance with the provisions of Prop 218.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

SECTION 1. That the above recitals are true and correct.

SECTION 2. That the specific rate and amount of the special tax to be collected

to pay for the costs and expenses for the Fiscal Year 2024 - 25 for the referenced District are hereby determined and established as set forth in the attached, referenced and incorporated Exhibit "A".

SECTION 3. That the rate as set forth above does not exceed the amount as previously authorized by Ordinance 401 of this legislative body and is not in excess of that as previously approved by the qualified electors of the District.

SECTION 4. That the proceeds of the special tax shall be used as provided in Ordinance No. 401, including, but not limited to, the payment of, in whole or in part, the costs of the following:

- A. Payment of costs and expenses of the operation, maintenance, repair and replacement of the downtown park facilities;
- B. Payment of District administrative costs.
- C. Cost of collecting and administering the special tax

The proceeds of the special taxes shall be used as set forth above and shall not be used for any other purpose.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to collect the special tax and to deduct reasonable administrative costs incurred in collecting said special tax.

SECTION 6. All monies above collected shall be paid into a special fund held for the Community Facilities District 2006-1.

SECTION 7. The Contra Costa County Auditor is hereby directed to enter in the next secured property tax roll on which taxes will become due, opposite each lot or parcel of land effected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax, and for the exact rate and

amount of said tax, and assessor's parcel number (APN), reference is made to the attached Exhibit "A".

SECTION 8. The Contra Costa County Auditor shall then, at the close of the tax collection period, promptly render to this City a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties, and percentages so collected and from what property collected, and provide a statement of any percentages retained for the expense of making any such collection.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on July 16, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk

Summary of EXHIBIT A to Resolution XX-2024

CFD 2006-1 Downtown Park Operation and Maintenance Tax

The assessor's parcel numbers and the special tax amounts are as set forth in the Community Facilities District No. 2006-1 (Downtown Park Operation and Maintenance Tax) Fiscal Year 2024 - 25 Special Tax Roll which is on file at the City Clerk's office, City Hall, 6000 Heritage Trail, Clayton, CA. and can be viewed Monday through Thursday from 9am to 5pm.

Due to the length of the report, the Fiscal Year 2024 - 25 Annual Report is summarized as follows.

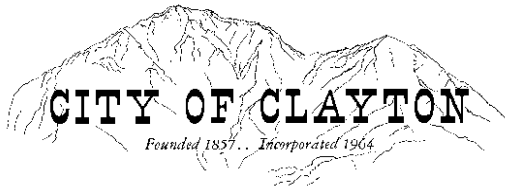
For FY 2024 - 25 the following shall be levied:

Parcel Classification	Special Tax Rate ⁽¹⁾
Residential Parcels	\$24.97 per parcel
Downtown Core Parcels	\$336.92 per ¼ acre or fraction thereof
Other Commercial Parcels	\$147.71 per ¼ acre or fraction thereof
Recreational Open Space Parcels	\$73.85 per ¼ acre or fraction thereof
Multi-Family Residential Care Facilities Parcels	\$77.61 per ¼ acre or fraction thereof

(1) Actual levy amount is rounded down to the nearest even cent for County tax submittal purposes.

There are a total of 4,128 parcels to be levied:

Parcel Classification	Parcel Count	Estimated Revenue
Residential Parcels	4,066	\$101,487.36
Downtown Core Parcels	31	25,943.20
Other Commercial Parcels	22	18,316.60
Recreational Open Space Parcels	7	9,305.12
Multi-Family Residential Care Facilities Parcels	2	2,561.22
Total	4,128	\$157,613.50



City Council Agenda Item 10d

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Regina Rubier, Finance Advisor

DATE: July 16, 2024

SUBJECT: Approval of a Resolution ordering the levy and collection of special taxes and setting the special tax rate for Fiscal Year 2024 - 25 for Community Facilities District 2007-1 (Citywide Landscape Maintenance Tax)

RECOMMENDATION

Adopt a Resolution ordering the levy and collection of special taxes and setting forth the special tax amount for Community Facilities District (CFD) No. 2007-1 (Citywide Landscape Maintenance Tax) for Fiscal Year 2024 - 25.

BACKGROUND

In June 2007, the electorate voted with 82.94% approval to establish a special tax, known as Measure B, for the care and maintenance of citywide public landscaping. Measure B was established for a 10-year period (through 2017) for the citywide public landscape district known as Community Facilities District (CFD) 2007-1. Measure B was set to expire in June 2017. This is the only source of funds for the maintenance and operation of the CFD. In June 2016 the voters approved Measure H (77.1%), a continuation of this special tax with the same methodology for another ten years (from FY 2017 - 18 through 2026 - 27). This action represents the annual levy under this voter approved extension.

The tax pays for costs related to expenses for public roadway, trail and open space landscape maintenance, and the Clayton Fountain at the corner of Oakhurst Blvd. and Clayton Rd. These areas have a combined 2 million square feet of landscaping and irrigation, 515 acres of open space, 2,871 street trees, and 27 miles of public trails. City parks are not maintained by this special tax (except for The Grove downtown park which has its own separate special funding source).

The collection of the special tax is handled by the County as a line item on the property tax bill. The first special tax levied on property owners occurred in 2007.

Pursuant to the terms of voter-approved Measure H, the special tax rate may increase annually by the change in the Consumer Price Index (CPI) in April. However, in no event shall the tax rate increase by more than 3.0% each year. Given the CPI change from April 2023 to April 2024 posted at 3.8%, the annual increase for the special tax is 3%. This CPI adjustment was also reflected in the presentation of the City FY 2024 - 25 Budget and was included in the budget documents for Council adoption on June 4, 2024. It is recommended and included in the proposed levy rates to apply an annual increase of 3.0%.

DISCUSSION

The City Council, by Ordinance 409, pursuant to Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to Community Facilities District 2007-1. This Resolution authorizes the Contra Costa County Auditor to place the special tax levy on the next secured property tax roll for the Fiscal Year 2024 - 25.

FISCAL IMPACT

For Fiscal Year 2024 - 25 the levy amount is \$299.92 per residential parcel, or per non-residential acre or fraction thereof. The special tax rate increased by \$8.74 over the prior year rate (last year's single-family rate was \$291.18). There are 4,121 parcels that will be subject to the special tax. Of these 4,063 are residential and 58 are non-residential.

The total amount of revenue estimated to be levied is \$1,320,848.02 (an increase of \$39,071.98 from the prior year). These tax revenues are placed into a Special Revenue Fund (No. 210) through which all eligible expenses are tracked, paid, and audited. Allowable expenses include only that for the purposes of the CFD maintenance, materials, supplies, equipment, utilities, labor, and District administration.

CEQA IMPACT

None.

ATTACHMENTS

1. Resolution No. XX-2024 Ordering the Levy and Collection of Special Taxes and Setting the Special Tax Rate for Fiscal Year 2024 - 25
2. Summary of Exhibit A to Resolution
3. Annual Special Tax Levy Report (document forthcoming)
4. Landscape District Budget FY 2024 – 25 (document forthcoming)

RESOLUTION NO. XX-2024**A RESOLUTION ORDERING THE LEVY AND COLLECTION OF
SPECIAL TAXES AND SETTING THE SPECIAL
TAX RATE FOR FISCAL YEAR 2024 - 25
FOR COMMUNITY FACILITIES DISTRICT NO. 2007-1
(CITYWIDE LANDSCAPE MAINTENANCE)****THE CITY COUNCIL
City of Clayton, California**

WHEREAS, the City Council of the City of Clayton, California, (hereinafter referred to as the "legislative body"), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in Community Facilities District No. 2007-1 (hereinafter referred to as "District"), all as authorized pursuant to the terms and provisions of the "Mello-Roos Community Facilities Act of 1982"; being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act"). ; and,

WHEREAS, this legislative body, by Ordinance No. 409 as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of a special tax to pay for costs and expenses related to said District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for Fiscal Year 2024 - 25; and,

WHEREAS, the special taxes are in compliance with all laws pertaining to the Act and the levy of special taxes; the special taxes are levied without regard to property valuation, and the special taxes are in compliance with the provisions of Prop 218.

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

SECTION 1. That the above recitals are each true and correct.

SECTION 2. That the specific rate and amount of the special tax to be collected to pay for the costs and expenses for the Fiscal Year 2024 - 25 for the referenced District is hereby determined and established as set forth in the attached, referenced and incorporated Exhibit "A".

SECTION 3. That the rate as set forth above does not exceed the amount as previously authorized by Ordinance of this legislative body and is not in excess of that as previously approved by the qualified electors of the District.

SECTION 4. That the proceeds of the special tax shall be used as provided in Ordinance No. 409, including, but not limited to, the payment of, in whole or in part, the costs of the following:

- A. Payment of costs and expenses of public landscape facilities;
- B. Payment of District administrative costs.
- C. Cost of collecting and administering the special tax

The proceeds of the special taxes shall be used as set forth above and shall not be used for any other purpose.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to collect the special tax and to deduct reasonable administrative costs incurred in collecting said special tax.

SECTION 6. All monies above collected shall be paid into a special fund held for the Community Facilities District 2007-1.

SECTION 7. The Contra Costa County Auditor is hereby directed to enter in the next secured property tax roll on which taxes will become due, opposite each lot or parcel of land effected in a space marked “public improvements, special tax” or by any other suitable designation, the installment of the special tax, and for the exact rate and amount of said tax, and assessor’s parcel number (APN), reference is made to the attached Exhibit “A”.

SECTION 8. The Contra Costa County Auditor shall then, at the close of the tax collection period, promptly render to this City a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties, and percentages so collected and from what property collected, and provide a statement of any percentages

retained for the expense of making any such collection.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting of thereof held on July 16, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk

Summary of EXHIBIT A to Resolution XX -2024

CFD 2007-1 Citywide Landscape Maintenance Tax

The assessor's parcel numbers and the special tax amounts are as set forth in the Community Facilities District No. 2007-1 (Citywide Landscape Maintenance Tax) Fiscal Year 2024 - 25 Special Tax Roll which is on file at the City Clerk's office, City Hall, 6000 Heritage Trail, Clayton, CA and can be viewed Monday through Thursday from 9am-5pm.

-

Due to the length of the report, the Fiscal Year 2024 - 25 Annual Report is summarized as follows.

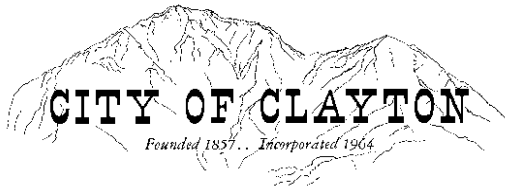
For FY 2024 - 25 the following shall be levied:

Parcel Classification	Special Tax Rate ⁽¹⁾
Residential Parcels	\$299.92 per parcel
Non-Residential Parcels	\$299.92 per acre or fraction thereof

(1) Actual levy amount is rounded down to the nearest even cent for County tax submittal purposes.

There are a total of 4,121 parcels to be levied:

Parcel Classification	Parcel Count	Estimated Revenue
Residential Parcels	4,063	\$1,218,574.96
Non-Residential Parcels	58	102,273.06
Total	4,121	\$1,320,848.02



City Council Agenda Item 10e

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Adam Politzer, Interim City Manager
Regina Rubier, Finance Advisor

DATE: July 16, 2024

SUBJECT: Establish Appropriations Limit for Fiscal Year 2024 - 25

RECOMMENDATION

Establish the appropriations limit applicable to the City of Clayton (City) during Fiscal Year (FY) 2024-25 as \$14,632,351.

BACKGROUND

The City Council established the City's FY 2023-24 appropriations limit of \$ \$14,104,258 on June 20, 2023 by Resolution 2023-38.

DISCUSSION

Article XIIIB of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit for each Fiscal Year. Appropriations limits are determined by applying factors issued by the California Department of Finance reflecting changes to per capita personal income state-wide and changes to the population of each jurisdiction. Using the Department of Finance's published data for 2024-25, Staff has calculated the District's limit for FY 2024-25 to be \$14,632,351.

The calculations, using the applicable California Department of Finance factors, have been made available for public inspection through the Notice of Determination of Appropriations Limit for Fiscal Year 2024-25 Attachment A), which was posted at the City Hall on June 27, 2024 (more than the fifteen days prior to this July 16, 2024 Council meeting, as required by law). Establishment of the Appropriations Limit has no impact on the City's budget because

this authorization simply establishes the amount of its existing appropriations the City may expend. Importantly, it does not increase taxes or other costs paid by City residents or property owners; rather, it allows the City to make full use of the revenues it already receives.

FISCAL IMPACT

There are no Fiscal Impacts to any of the City's Funds.

CEQA IMPACT

None.

ATTACHMENTS

1. Resolution Establishing the Appropriations Limit Applicable to the City of Clayton During Fiscal Year 2024-25
2. Notice of Determination of Appropriations Limit For Fiscal Year 2024-25

RESOLUTION NO. XX-2024

A RESOLUTION Establishing The Appropriations Limit Applicable To The City Of Clayton During Fiscal Year 2024-25

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

WHEREAS, by Resolution No. 2023-38, enacted on June 20, 2023, the City of Clayton (City) established an appropriations limit applicable to the City during the Fiscal Year (FY) 2023-24 in the amount of \$14,104,285; and

WHEREAS, Article XIII B of the California Constitution and Sections 7902 (b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit for each Fiscal Year by applying to the limit for the previous Fiscal Year the factors, as issued by the California Department of Finance reflecting changes in the California per capita personal income and in the local agency's population; and,

WHEREAS, the calculations showing the application of those factors have been forwarded to the City Council for review and have been made available for public inspection at least 15 days prior to the date hereof; and

WHEREAS, the applicable factors for FY 2024-25 are as follows: (1) the change in the California per capita personal income was 1.03620% and (2) the change in population for the City of Clayton and Contra Costa County from January 2023 to January 2024 was 1.00120%.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Clayton that the appropriations limit for Fiscal Year 2024-25 is hereby established as \$14,104,285.

PASSED, APPROVED, AND ADOPTED by the City Council of Clayton, California at a regular public meeting of thereof held on July 16, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Jim Diaz, Mayor

ATTEST:

Stephanie Cabrera-Brown, City Clerk

ATTACHMENT A**CITY OF CLAYTON****NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT
FOR FISCAL YEAR 2024-25**

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIII B of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2024-25 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the City Council Meeting on July 16, 2024.

FY 2023 -24 Appropriations Limit:	\$ 14,104,285
A. Change in California Per Capita Cost of Living (Converted to a Ratio)	1.03620
B. Greater of the Change in Population (Converted to a Ratio) (Converted to a Ratio)	
City of Clayton (-0.04%)	0.99960
County of Contra Costa (0.12%)	1.00120
	<u>1.00120</u>
Compound Adjustment Factor (A multiplied by B)	<u>1.03744</u>
FY 2024 - 25 Appropriations Limit:	14,632,351
Estimated Appropriations Subject to Limit:	6,027,975
	41.2%
Available Annual Tax Gap:	<u>\$ 8,604,376</u>

Dated: June 27, 2024