CITY OF CLAYTON

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AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, June 7, 2016

7:00 P.M.

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

Mayor: Howard Geller
Vice Mayor: Jim Diaz

Council Members
Keith Haydon
Julie K. Pierce
David T. Shuey

- 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 least 72 hours prior to the Council meeting.
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at **www.ci.clayton.ca.us**
- Any writings or documents provided to a majority of the City Council after distribution of the Agenda Packet and regarding any public item on this Agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours.
- If you have a physical impairment that requires special accommodations to participate, please call the City Clerk's office at least 72 hours in advance of the meeting at (925) 673-7304.

* CITY COUNCIL *

June 7, 2016

1. CALL TO ORDER AND ROLL CALL – Mayor Geller.

2. PLEDGE OF ALLEGIANCE – led by Mayor Geller.

3. CONSENT CALENDAR

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

(a) Approve the minutes of the City Council's regular meeting of May 17, 2016. (View Here)

(b) Approve the Financial Demands and Obligations of the City. (View Here)

(c) Adopt a Resolution accepting grant funds in the amount of $34,206 from the California Department of Alcoholic Beverage Control for a City of Clayton 2016-2017 Grant Assistant Program to conduct a local law enforcement "Teaching and Enforcing Alcohol-related Matters" project ("TEAM"). (View Here)

(d) Accept with regret the voluntary resignation of Ms. April Winship from the City Council appointed citizens advisory Trails and Landscaping Committee. (View Here)

(e) Adopt a Resolution authorizing City participation in and approving a Memorandum of Understanding with the County of Contra Costa and other participating Contra Costa cities regarding its preparation of a technical study of electrical load data for the potential formation of a Community Choice Energy Program for alternative energy supplies. (View Here)

(f) Approve the denial of a liability claim filed against the City by Mr. Mike Laughlin and authorize the City Clerk to send the notice of rejection. (View Here)

(g) Approve Amendment No. 1 to the Master Use [Permit] Agreement between the City and the Clayton Business and Community Association (CBCA) to incorporate the addition of the CBCA-sponsored Rib Cook-Off event in August each year. (View Here)

4. RECOGNITIONS AND PRESENTATIONS

(a) Certificates of Recognition to "Do the Right Thing" public school students selected for exemplifying the character trait of "Integrity" for March and April 2016. (View Here)

(b) Certificates of Recognition to "Do the Right Thing" public school students selected for exemplifying the character trait of "Courage" for May and June 2016. (View Here)

(c) Certificates of Recognition to Clayton Valley Charter High School students Sarah Louis and Miya Adolphson, and Visual Arts teacher Evan Hughes, for their design and development of Clayton Police Officer "baseball trading cards" for use in the Department's community policing program. (View Here)

5. REPORTS

(a) Planning Commission – No meeting held.

(b) Trails and Landscaping Committee - Public meeting held May 17, 2016.
No Committee Member available to report.

(c) City Manager/Staff

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

(e) Other

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Members of the public may address the City Council on items within the Council's jurisdiction, (which are not on the agenda) at this time. To facilitate the recordation of comments, it is requested each speaker complete a speaker card available on the Lobby table and submit it in advance to the City Clerk. To assure an orderly meeting and an equal opportunity for everyone, each speaker is limited to 3 minutes, enforced at the Mayor's discretion. When one's name is called or you are recognized by the Mayor as wishing to speak, the speaker shall approach the public podium and adhere to the time limit. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Council may respond to statements made or questions asked, or may at its discretion request Staff to report back at a future meeting concerning the matter.

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

7. PUBLIC HEARINGS – None.

8. ACTION ITEMS

(a) Consider the Second Reading and adoption of a proposed City-initiated Ordinance No. 462 extending the existing time extension waiver of certain on-site parking relief in Clayton Town Center area for an additional three years through June 30, 2019. (View Here)
(Community Development Director)

Staff recommendations: **1)** Receive the staff report; **2)** Receive public comments; **3)** Following Council discussion or any amendments to the proposed Ordinance, approve a motion to have the City Clerk read Ordinance No. 462 by title and number only and waive further reading; and **4)** Following the City Clerk's reading, by motion adopt Ordinance No. 462 with the finding the action does not constitute a project under CEQA.

(b) Consider the Introduction/Presentation of the proposed City of Clayton Budgets for Fiscal Year 2016-17 and set the date of Tuesday, June 21, 2016 as a Public Hearing for review and adoption of the proposed City Budget. (View Here)
(Finance Manager)

Staff recommendation: Following presentation and public comments, that Council provide any modifications to the recommended City Budget and then by separate motion set Tuesday, June 21, 2016 at 7:00 pm in Hoyer Hall as the date, time and location of a Public Hearing on the proposed FY 2016-17 City Budget.

(c) Consideration of two Resolutions related to the regularly-scheduled General Municipal Election to be held this year on November 8, 2016 to elect three (3) City Council Members to public office for 4-year terms ending December 2020.
(City Clerk) (View Here)

1). A Resolution calling the General Municipal Election of November 8, 2016, requesting and consenting to consolidation and handling of the election by the Contra Costa County Elections Office, and setting specifications of the election order; and

2). A Resolution adopting a policy for voluntary Candidates' Statements to be printed in the November 8, 2016 Voters' Information Pamphlet.

Staff recommendations: Following staff report and opportunity for public comments, by separate motions adopt each Resolution.

(d) City Council discussion of canceling any regularly scheduled Council meetings in August and/or September 2016 relative to quorum availability and summer vacation plans. (View Here)
(City Manager)

Staff recommendation: That Council provide direction by motion regarding the cancellation of any regularly scheduled City Council meetings in August and/or September 2016.

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

10. CLOSED SESSION

(a) *Government Code Section 54956.8*, Conference with Real Property Negotiator
Real Properties: 6005 Main Street (APNs 119-011-002-1; 118-560-010-1; 118-370-041-6).
Instructions to City Negotiators: Mayor Geller, Council Member Pierce, City Manager Napper, and Ed Del Beccaro, Managing Director, Transwestern, regarding price and terms of payment.
Negotiating Party: Pacific Union Land Investors, LLC
(Joshua Reed, Director of Real Estate).

Report out from Closed Session: Mayor Geller

11. ADJOURNMENT
The next regularly scheduled meeting of the City Council will be June 21, 2016.

# # # # #

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 6-07-2016

Agenda Item: 3a

TUESDAY, May 17, 2016

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Geller in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Geller, Vice Mayor Diaz and Councilmember Haydon. Councilmembers absent: Councilmember Pierce and Shuey. Staff present: Assistant to the City Manager Laura Hoffmeister, City Attorney Mala Subramanian, Community Development Director Mindy Gentry, and City Clerk/HR Manager Janet Brown.

2. **PLEDGE OF ALLEGIANCE** – led by Mayor Geller.

3. **CONSENT CALENDAR**

It was moved by Councilmember Haydon, seconded by Vice Mayor Diaz, to approve the Consent Calendar as submitted. (Passed; 3-0 vote).

(a) Approved the minutes of the City Council's regular meeting of May 3, 2016.

(b) Approved the Financial Demands and Obligations of the City.

(c) Adopted Resolution No. 23-2016 finding and declaring that a continuing local emergency condition remains arising from significant damage to a portion of the Cardinet Trail while undertaking the City Council previously-authorized emergency repairs on the Cardient Trail.

(d) Adopted Resolution No. 24-2016 approving the Engineer's Report and declaring intent to levy and collect real property tax assessments for the Diablo Estates at Clayton Benefit Assessment District (BAD) in FY 2016-17, and setting July 19, 2016 at or about 7:00 p.m. as the date and time for a noticed Public Hearing on the proposed fiscal year tax assessment levies.

(e) Adopted Resolution No. 25-2016 approving the City's biennial Growth Management Program Compliance Checklist for calendar years 2014 & 2015 per Ballot Measure J of the Contra Costa Transportation Authority (CCTA), and authorize staff to file the Compliance Checklist in order to be eligible to receive the City's allocation of Local Street Maintenance and Improvement (LSM) Funds for Fiscal Years 2015-16 and 2016-17.

4. **RECOGNITIONS AND PRESENTATIONS**

(a) Recognition to Clayton Museum Curator Mary Spryer in appreciation for her valued civic services to the Clayton community.

Mayor Geller presented Clayton Museum Curator Mary Spryer with a plaque in appreciation of her services to the Clayton community. Mr. Geller advised that volunteerism is very important and Clayton is very lucky to have many volunteers.

Ms. Spryer thanked the City Council for the plaque and advised the Clayton Community is filled with dedicated volunteers and appreciates their service to the community.

5. REPORTS

(a) Planning Commission – Commissioner Sandy Johnson summarized the Commission's meeting of May 10, 2016. She noted its agenda included a Site Plan Review Permit at 1470 Lydia Lane to allow construction of a detached garage measuring approximately 1,152 square feet in area and 15 feet in height. The Planning Commission conditionally approved this Site Plan Review Permit.

The City Staff also reported to the Commission that City Staff is reviewing the administrative draft of the Mitigated Negative Declaration for a 6-lot residential subdivision project off Verna Way.

(b) Trails and Landscaping Committee – No meeting held.

(c) City Manager/Staff – No Report.

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

Vice Mayor Diaz attended the Contra Costa County Mayors' Conference hosted by the City of Pleasant Hill and the monthly meeting of Retired Federal Bureau of Investigation (FBI) agents.

Councilmember Haydon attended Contra Costa County Mayors' Conference hosted by the City of Pleasant Hill and the City of Clayton Budget Subcommittee meeting

Mayor Geller attended the Contra Costa County Mayors' Conference hosted by the City of Pleasant Hill and the City of Clayton Budget Subcommittee meeting.

Mayor Geller also announced the upcoming 2016 Saturday Concert in The Grove series occurring this weekend featuring "Larry Lynch and the Mob"; advising "The Retromaniax" concert was rained out and has been rescheduled to July 9th. Mr. Geller also reminded the community of the upcoming Certified Clayton Farmers Market and that there will be a Rib Judging class occurring tomorrow to certify judges in this year's Rib-Cook Off with the standards of the Kansas City BBQ Society Certification.

Assistant to the City Manager added the VFW will hold its 25th Annual Memorial Day Observance at the Veterans' Memorial Flagpole Monument at Oak and Main Streets in downtown Clayton on Monday, May 30th at 10:00 a.m. noting it is the 150th anniversary of Memorial Day.

Mayor Geller also added the VFW event is shared with the City of Concord and is featuring a flight of the Huey Helicopter, "Ladies First" *a cappella* choir from Concord High School and Diablo View Middle School band performance.

(e) Other – None.

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

Cindy Gilmore, 1874 Eagle Peak Avenue, continued to state her opposition of the noise emitting devices, the mosquito's machines, placed at two public parks. She understood that they have been set to operate only when the park is closed at nighttime; however she still wants to have them completely removed. She believes there is an issue of unfair age discrimination as the devices sound pitch is targeted to teens, and that the staff has jumped to conclusion that the vandalism is being committed by this age group. Ms. Gilmore noted that she has been told that you can hear the noise outside of the designated area. It can have a negative impact on the restaurants that surround the park as younger people patronize the business around the park. It is inaccurate to say the park is closed after dark as there is parking around the park which is used for people to go to the surrounding restaurants. After eating in a restaurant near the park it is reasonable that they may take a walk after dinner or even sit in the gazebo and talk. Ms. Gilmore requested at a minimum that the hours of the noise machine limited to after the restaurants have closed or perhaps after midnight. Ms. Gilmore advised that Ms. Reeve did some research that the devices might cause some harm.

Councilmember Haydon asked if they had documents that could be provided to the City which supports this position as the statement of them causing harm, otherwise it might be speculative if not proved.

Ms. Gilmore stated she and Ms. Reeve feel that they do not need to prove that the machines might be harmful and would like the City to prove they are safe. Ms. Gilmore is sympathetic to the vandalism and suggested brainstorming for other solutions to the vandalism.

Sara Reeve, 1170 Easley Drive, expressed her continued opposition to the use of the sound emitting devises as it targets young people, and is discriminatory. She further noted that not all young people misbehave and all are being subject to the noise that sounds like a mosquito buzz. She further stated that the use of the devises just ends up moving the perceived problems elsewhere. She stated that the she has found documentation of symptoms of discomfort, dizziness, nausea and migraine, associated with their use. She noted in Europe the device was found to be degrading and discriminatory against young people. The transmitters should be banned as it violates legislation prohibiting torture. She asked the City Council to use the noise emitters. Ms. Reeve quoted California Government Code Section 11120 regarding taking public actions in public meetings. The devices were installed under administrative operational authorities and she wants them subject to full public meetings. Ms. Reeve urged the City Council to either take down the transmitters or make them known to the public, including signs in the park with warnings and a list of its side effects.

7. PUBLIC HEARINGS

(a) Consider the Introduction and First Reading of a proposed City-initiated Ordinance No. 462 extending the existing time extension waiver of certain on-site parking relief in Clayton Town Center area for an additional three years through June 30, 2019.

Community Development Director Mindy Gentry presented the staff report noting the parking waiver was established in 2007 with three year extensions granted in 2010 and 2013. Since its adoption, two entitled projects have taken advantage of the parking waiver; Creekside Terrace project with a waiver of seven parking spaces and the Skipolini Family Bocce Ball Courts with a waiver of 20 parking spaces. Based on recent developer inquiries for Town Center properties, a turnaround could possibly be on the

horizon. Approval of the parking waiver would show continued effort and support as well as the provision of an impetus to precipitate and propel future commercial development in the Town Center. Ms. Gentry also indicated that is a minor wording change adding the verbiage to the first paragraph Section 17.37.030(c) to clarify it is the first paragraph and subsection one through four.

Councilmember Haydon would like the extension granted with the intention that it can stimulate business growth in the Clayton Town center.

Mayor Geller opened the Public Hearing for public comments; no comments were offered. Mayor Geller closed the public hearing.

It was moved by Councilmember Haydon, seconded by Vice Mayor Diaz, to have the City Clerk read Ordinance No. 462, as amended, by title and number only omitting reference to deliveries, and waive further reading. (Passed; 3-0 vote).

The City Clerk read amended Ordinance No. 462 by title and number only.

It was moved by Councilmember Haydon, seconded by Vice Mayor Diaz, to approve Ordinance No. 462 as amended for Introduction, with findings the action does not constitute a project under CEQA. (Passed; 3-0 vote).

8. **ACTION ITEMS** – None.

9. **COUNCIL ITEMS** – None.

Councilmember Haydon advised that he will not be at the next regular City Council meeting of Tuesday, June 7th.

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**– on call by Mayor Geller, the City Council adjourned its meeting at 7:27 p.m.

The next regularly scheduled meeting of the City Council will be June 7, 2016.

# # # # #

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Howard Geller, Mayor

# # # # #

CITY OF CLAYTON
Founded 1857 . . Incorporated 1964

Agenda Date 6/7/2016

Agenda Item: 3b

Approved

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Kevin Mizuno, FINANCE MANAGER

DATE: 6/7/16

SUBJECT: INVOICE SUMMARY

RECOMMENDATION:

Approve the following Invoices:

06/03/2016	Cash Requirements	$ 202,534.14
05/24/2016	ADP Payroll week 21, PPE 5/22/16	$ 74,686.42

Total $277,220.56

Attachments:
Cash Requirements Report dated 6/3/2016 (5 pages)
ADP payroll report for week 21 (1 page)

City of Clayton
Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
				Totals for Arlene Kikkawa-Nielsen:	*$1,800.00*	*$0.00*		*$1,800.00*
LarryLogic Productions								
LarryLogic Productions	6/7/2016	6/7/2016	1582	City Council meeting production 5/17/16	$275.00	$0.00		$275.00
				Totals for LarryLogic Productions:	*$275.00*	*$0.00*		*$275.00*
Marken Mechanical Services Inc								
Marken Mechanical Services Inc	6/7/2016	6/7/2016	2208	EH HVAC maintenance for April	$247.00	$0.00		$247.00
Marken Mechanical Services Inc	6/7/2016	6/7/2016	2287	City Hall HVAC maintenance - May	$332.50	$0.00		$332.50
Marken Mechanical Services Inc	6/7/2016	6/7/2016	2280	Library HVAC maintenance - May	$502.17	$0.00		$502.17
				Totals for Marken Mechanical Services Inc:	*$1,081.67*	*$0.00*		*$1,081.67*
David Martin VanOverveen								
David Martin VanOverveen	6/7/2016	6/7/2016	061816	Concert in the Grove 6/18/16	$2,500.00	$0.00		$2,500.00
				Totals for David Martin VanOverveen:	*$2,500.00*	*$0.00*		*$2,500.00*
MPA								
MPA	6/7/2016	6/7/2016	June 2016	June Life/LTD	$1,570.34	$0.00		$1,570.34
				Totals for MPA:	*$1,570.34*	*$0.00*		*$1,570.34*
Neopost (add postage)								
Neopost (add postage)	6/7/2016	5/18/2016	051816	postage added 5/18/16	$300.00	$0.00		$300.00
Neopost (add postage)	6/7/2016	5/25/2016	052516	Postage added 5/25/16	$300.00	$0.00		$300.00
				Totals for Neopost (add postage):	*$600.00*	*$0.00*		*$600.00*
Pacific Telemanagement Svc								
Pacific Telemanagement Svc	6/7/2016	6/7/2016	841719	June Courtyard pay phone	$73.00	$0.00		$73.00
				Totals for Pacific Telemanagement Svc:	*$73.00*	*$0.00*		*$73.00*
PERMCO, Inc.								
PERMCO, Inc.	6/7/2016	6/7/2016	10565	General engineering services 5/7/16-5/27/16	$6,631.50	$0.00		$6,631.50
PERMCO, Inc.	6/7/2016	6/7/2016	10566	CAP inspections 5/7/16-5/27/16	$83.00	$0.00		$83.00
PERMCO, Inc.	6/7/2016	6/7/2016	10567	Engineer's & Staff reports, Diablo Estates	$2,700.00	$0.00		$2,700.00
PERMCO, Inc.	6/7/2016	6/7/2016	10568	prep plans & bid pkg for Caltrans	$446.06	$0.00		$446.06
PERMCO, Inc.	6/7/2016	6/7/2016	10569	Field inspection 5/7/16-5/27/16	$199.50	$0.00		$199.50
PERMCO, Inc.	6/7/2016	6/7/2016	10570	Prepare prelim plans, cost est., etc	$150.00	$0.00		$150.00
PERMCO, Inc.	6/7/2016	6/7/2016	10571	Inspection & contract admin.	$2,089.25	$0.00		$2,089.25
				Totals for PERMCO, Inc.:	*$12,299.31*	*$0.00*		*$12,299.31*
PG&E								
PG&E	6/7/2016	6/7/2016	5/16/16	Gas/Electricity 3/23/16-4/21/16	$18,358.27	$0.00		$18,358.27
PG&E	6/7/2016	6/7/2016	5/22/16	Electricity 4/22/16-5/20/16	$3,501.79	$0.00		$3,501.79
				Totals for PG&E:	*$21,860.06*	*$0.00*		*$21,860.06*
pmsigns								
pmsigns	6/7/2016	6/7/2016	18206	Vinyl signs, Concerts in the Grove	$705.25	$0.00		$705.25

City of Clayton
Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Diablo Lawnscape								
Diablo Lawnscape	6/7/2016	6/7/2016	11511	tree/shrub install Grove Park, oleander plantin	$2,000.00	$0.00		$2,000.00
				Totals for Diablo Lawnscape:	*$2,000.00*	*$0.00*		*$2,000.00*
Future Auto Center of Concord								
Future Auto Center of Concord	6/7/2016	6/7/2016	276316	PD Explorer service, remaining balance	$70.00	$0.00		$70.00
				Totals for Future Auto Center of Concord:	*$70.00*	*$0.00*		*$70.00*
Geoconsultants, Inc.								
Geoconsultants, Inc.	6/7/2016	6/7/2016	18806	February Well water monitoring	$1,546.50	$0.00		$1,546.50
Geoconsultants, Inc.	6/7/2016	6/7/2016	18808	May Well water monitoring	$1,546.50	$0.00		$1,546.50
				Totals for Geoconsultants, Inc.:	*$3,093.00*	*$0.00*		*$3,093.00*
Gernhardt Promotions								
Gernhardt Promotions	6/7/2016	6/7/2016	HATS	Concert in the Grove Hats	$375.00	$0.00		$375.00
				Totals for Gernhardt Promotions:	*$375.00*	*$0.00*		*$375.00*
Globalstar LLC								
Globalstar LLC	6/7/2016	6/7/2016	1000000007341573	Sat phone 4/16/16-5/15/16	$56.15	$0.00		$56.15
				Totals for Globalstar LLC:	*$56.15*	*$0.00*		*$56.15*
Dan Goldsmith								
Dan Goldsmith	6/7/2016	6/7/2016	CAP0159	Deposit refund for 5607 Ohman Pl	$500.00	$0.00		$500.00
				Totals for Dan Goldsmith:	*$500.00*	*$0.00*		*$500.00*
Hammons Supply Company								
Hammons Supply Company	6/7/2016	6/7/2016	93560	CCP janitorial supplies	$701.34	$0.00		$701.34
Hammons Supply Company	6/7/2016	6/7/2016	93559	Grove Park janitorial supplies	$105.29	$0.00		$105.29
Hammons Supply Company	6/7/2016	6/7/2016	93558	Library janitorial supplies	$367.58	$0.00		$367.58
				Totals for Hammons Supply Company:	*$1,174.21*	*$0.00*		*$1,174.21*
Health Care Dental Trust								
Health Care Dental Trust	6/7/2016	6/7/2016	209347	July Dental	$2,580.36	$0.00		$2,580.36
				Totals for Health Care Dental Trust:	*$2,580.36*	*$0.00*		*$2,580.36*
J&R Floor Services								
J&R Floor Services	6/7/2016	5/26/2016	Four 2016	April Janitorial services	$4,880.00	$0.00		$4,880.00
J&R Floor Services	6/7/2016	6/7/2016	Five 2016	May billing	$4,910.00	$0.00		$4,910.00
				Totals for J&R Floor Services:	*$9,790.00*	*$0.00*		*$9,790.00*
Ken Joiret								
Ken Joiret	6/7/2016	6/7/2016	061816	Sound, concert 6/18/16	$650.00	$0.00		$650.00
				Totals for Ken Joiret:	*$650.00*	*$0.00*		*$650.00*
Arlene Kikkawa-Nielsen								
Arlene Kikka[illegible]ielsen	6/7/2016	6/7/2016	May 2016	May Librar[illegible]unteer coordinator hours	$900.00	$0.00		$900.00
Arlene Kikka[illegible]elsen	6/7/2016	6/7/2016	June 2016	June Libra[illegible]nteer coordinator hours	$900.00	$0.00		$900.00

City of Clayton
Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
				Totals for Kelleena Brigance:	*$200.00*	*$0.00*		*$200.00*
CA Police Chiefs Association								
CA Police Chiefs Association	6/7/2016	6/7/2016	2956	Annual CPCA membership dies FY 17	$331.00	$0.00		$331.00
				Totals for CA Police Chiefs Association:	*$331.00*	*$0.00*		*$331.00*
CalPERS Health								
CalPERS Health	6/7/2016	6/7/2016	2033	June Medical	$30,744.03	$0.00		$30,744.03
				Totals for CalPERS Health:	*$30,744.03*	*$0.00*		*$30,744.03*
CalPERS Retirement								
CalPERS Retirement	6/7/2016	6/7/2016	052416	CIty Council Retirement ending 5/24/16	$178.32	$0.00		$178.32
CalPERS Retirement	6/7/2016	6/7/2016	052216	Retirement PPE 5/22/16	$12,202.77	$0.00		$12,202.77
				Totals for CalPERS Retirement:	*$12,381.09*	*$0.00*		*$12,381.09*
Caltronics Business Systems, Inc								
Caltronics Business Systems, Inc	6/7/2016	6/7/2016	2016600	Konica Contract 4/17/16-5/16/16	$381.88	$0.00		$381.88
				Totals for Caltronics Business Systems, Inc:	*$381.88*	*$0.00*		*$381.88*
CCWD								
CCWD	6/7/2016	6/7/2016	K113592	Irrigation, Marsh Creek Rd3/15/16-5/12/16	$191.07	$0.00		$191.07
				Totals for CCWD:	*$191.07*	*$0.00*		*$191.07*
City of Concord								
City of Concord	6/7/2016	6/7/2016	51212	2,500 #10 envelopes	$182.33	$0.00		$182.33
City of Concord	6/7/2016	6/7/2016	51194	April dispatch & router services	$20,089.50	$0.00		$20,089.50
				Totals for City of Concord:	*$20,271.83*	*$0.00*		*$20,271.83*
Contra Costa County Animal Svcs Dept								
Contra Costa County Animal Svcs Dept	6/7/2016	6/7/2016	ASD M5880	Animal control services 4/1/16-6/30/16	$15,568.00	$0.00		$15,568.00
				Totals for Contra Costa County Animal Svcs Dept:	*$15,568.00*	*$0.00*		*$15,568.00*
Contra Costa County Public Works Dept								
Contra Costa County Public Works Dept	6/7/2016	6/7/2016	700534	Signal repair Clayton/Marsh Creek - Accident	$881.30	$0.00		$881.30
				Totals for Contra Costa County Public Works Dept:	*$881.30*	*$0.00*		*$881.30*
Contra Costa County Sheriff - Forensic Svc Div (Lab)								
Contra Costa County Sheriff - Forensic S	6/7/2016	6/7/2016	CLPD-1604	April breath tests	$200.00	$0.00		$200.00
				Totals for Contra Costa County Sheriff - Forensic Svc Div (Lab):	*$200.00*	*$0.00*		*$200.00*
Contra Costa Family Justice Alliance								
Contra Costa Family Justice Alliance	6/7/2016	6/7/2016	FJA	Family Justice Center FY 17	$239.50	$0.00		$239.50
				Totals for Contra Costa Family Justice Alliance:	*$239.50*	*$0.00*		*$239.50*
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	6/7/2016	6/7/2016	50151987	June Copier Lease	$372.48	$0.00		$372.48
				Totals for De Lage Landen Financial Services, Inc.:	*$372.48*	*$0.00*		*$372.48*

City of Clayton
Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
ABAG								
ABAG	6/7/2016	6/7/2016	1055779	Dues FY 17	$2,932.00	$0.00		$2,932.00
				Totals for ABAG:	*$2,932.00*	*$0.00*		*$2,932.00*
ADP, LLC								
ADP, LLC	6/7/2016	5/20/2016	473618841	Payroll Fees PPE 5/8/16	$172.79	$0.00		$172.79
				Totals for ADP, LLC:	*$172.79*	*$0.00*		*$172.79*
All City Management Services, Inc.								
All City Management Services, Inc.	6/7/2016	6/7/2016	43883	School crossing guard services 5/8/16-5/21/16	$509.10	$0.00		$509.10
All City Management Services, Inc.	6/7/2016	6/7/2016	43580	School crossing guard services 4/24/16-5/7/16	$509.10	$0.00		$509.10
				Totals for All City Management Services, Inc.:	*$1,018.20*	*$0.00*		*$1,018.20*
All-Guard Systems, Inc.								
All-Guard Systems, Inc.	6/7/2016	6/7/2016	94345	Repair alarm system in Library	$460.63	$0.00		$460.63
				Totals for All-Guard Systems, Inc.:	*$460.63*	*$0.00*		*$460.63*
American Fidelity Assurance Company								
American Fidelity Assurance Company	6/7/2016	6/7/2016	B465217	June Supplemental Benefits	$257.54	$0.00		$257.54
				Totals for American Fidelity Assurance Company:	*$257.54*	*$0.00*		*$257.54*
AT&T (CalNet3)								
AT&T (CalNet3)	6/7/2016	6/7/2016	8108258	Phone service 4/22/16-5/21/16	$1,882.15	$0.00		$1,882.15
				Totals for AT&T (CalNet3):	*$1,882.15*	*$0.00*		*$1,882.15*
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	6/7/2016	6/7/2016	0337449-IN	Signs, Limited use area, No balls hit kicked or	$719.40	$0.00		$719.40
				Totals for Bay Area Barricade Serv.:	*$719.40*	*$0.00*		*$719.40*
Henry Benning								
Henry Benning	6/7/2016	6/7/2016	CAP0196	Deposit refund for 107 Salazar Ct	$1,856.81	$0.00		$1,856.81
				Totals for Henry Benning:	*$1,856.81*	*$0.00*		*$1,856.81*
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	6/7/2016	6/7/2016	771978	April general legal services	$8,000.00	$0.00		$8,000.00
Best Best & Kreiger LLP	6/7/2016	6/7/2016	771979	Pitchess/Brandon House, Legal - April	$891.76	$0.00		$891.76
Best Best & Kreiger LLP	6/7/2016	6/7/2016	771980	Downtown economic development, April le	$110.00	$0.00		$110.00
Best Best & Kreiger LLP	6/7/2016	6/7/2016	771981	Successor Housing Agency April Legal	$715.00	$0.00		$715.00
				Totals for Best Best & Kreiger LLP:	*$9,716.76*	*$0.00*		*$9,716.76*
Blackbaud								
Blackbaud	6/7/2016	6/7/2016	91073643	FE:NXT Pro subscription FY 17	$5,988.00	$0.00		$5,988.00
				Totals for Blackbaud:	*$5,988.00*	*$0.00*		*$5,988.00*
Kelleena Brigance								
Kelleena Brig	6/7/2016	6/7/2016	027521	Deposit refu[illegible] for Hoyer Hall 6/4/16	$200.00	$0.00		$200.00

City of Clayton
Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
				Totals for pmsigns:	*$705.25*	*$0.00*		*$705.25*
Raney Planning & Management, Inc.								
Raney Planning & Management, Inc.	6/7/2016	6/7/2016	1607E-1	Labor for April 2016, Project Initiation - St Jo	$1,391.03	$0.00		$1,391.03
Raney Planning & Management, Inc.	6/7/2016	6/7/2016	1616E-2	Labor, April, Initiation, NOP, Meetings - Sil	$4,552.95	$0.00		$4,552.95
Raney Planning & Management, Inc.	6/7/2016	6/7/2016	1610E-2	Labor, April, Initiation, IS, Meetings - Verna V	$7,250.57	$0.00		$7,250.57
				Totals for Raney Planning & Management, Inc.:	*$13,194.55*	*$0.00*		*$13,194.55*
Riso Products of Sacramento								
Riso Products of Sacramento	6/7/2016	6/7/2016	157248	copier contract 5/18/16-6/17/16	$94.86	$0.00		$94.86
				Totals for Riso Products of Sacramento:	*$94.86*	*$0.00*		*$94.86*
Site One Landscape Supply, LLC								
Site One Landscape Supply, LLC	6/7/2016	6/7/2016	75779176	PVC fittings	$109.73	$0.00		$109.73
Site One Landscape Supply, LLC	6/7/2016	6/7/2016	75790325	PVC fittings	$144.83	$0.00		$144.83
				Totals for Site One Landscape Supply, LLC:	*$254.56*	*$0.00*		*$254.56*
Sprint Comm (PD)								
Sprint Comm (PD)	6/7/2016	6/7/2016	703335311-174	PD cell phones 4/26/16-5/25-16	$273.68	$0.00		$273.68
				Totals for Sprint Comm (PD):	*$273.68*	*$0.00*		*$273.68*
Stericycle Inc								
Stericycle Inc	6/7/2016	6/7/2016	3003440627	June medical waste collection	$96.07	$0.00		$96.07
				Totals for Stericycle Inc:	*$96.07*	*$0.00*		*$96.07*
U S Healthworks Medical Group, PC								
U S Healthworks Medical Group, PC	6/7/2016	6/7/2016	2918307-CA	Pre-employment exam	$461.00	$0.00		$461.00
				Totals for U S Healthworks Medical Group, PC:	*$461.00*	*$0.00*		*$461.00*
Waraner Brothers Tree Service								
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12916	Elevate trees at Lydia Lane Park	$800.00	$0.00		$800.00
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12922	Remove 4 dead trees North Valley Park	$200.00	$0.00		$200.00
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12920	Prune & elevate elm trees, Grove Park	$2,000.00	$0.00		$2,000.00
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12921	Elevate & prune eucalytus trees MDE	$400.00	$0.00		$400.00
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12917	Elevate pistache trees, Main & Center st	$800.00	$0.00		$800.00
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12918	Remove dead trees, CCP	$600.00	$0.00		$600.00
Waraner Brothers Tree Service	6/7/2016	6/7/2016	12915	Clayton Rd,Removed trees in median,Eagle P	$3,000.00	$0.00		$3,000.00
				Totals for Waraner Brothers Tree Service:	*$7,800.00*	*$0.00*		*$7,800.00*
Workers.com								
Workers.com	6/7/2016	6/7/2016	0000115320	Seasonal Labor week ending 5/13/16	$6,038.74	$0.00		$6,038.74
Workers.com	6/7/2016	6/7/2016	0000115254	Seasonal Labor week ending 5/6/16	$4,500.87	$0.00		$4,500.87
				Totals for Workers.com:	*$10,539.61*	*$0.00*		*$10,539.61*
				GRAND TOTALS:	**$202,534.14**	**$0.00**		**$202,534.14**

WEEK 27 BATCH 2242 27 PAYS
0 Employees With Overflow Statement
0 Overflow Statement 1 Total Statement
Tot Cks/Vchrs:00000000027 Tot Docs in all:00000000030

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	00000000005
Vouchers:	00000210001	00000210022	00000000022

Earnings Statement

Z7L TOTAL DOCUMENT
CITY OF CLAYTON
LOCATION 0001

COPY

CHECK STUFFING, RECONCILIATION

74686.42	GROSS
52472.33	NET PAY (INCLUDING ALL DEPOSITS)
9240.57	FEDERAL TAX
186.31	SOCIAL SECURITY
1027.82	MEDICARE
.00	MEDICARE SURTAX
.00	SUI TAX
2917.72	STATE TAX
.00	LOCAL TAX
56868.07	DEDUCTIONS
4445.93	NET CHECK

COMPANY CODE Z7L
CITY OF CLAYTON
TOTAL DOCUMENT
LOCATION 0001

COPY COPY

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
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NON-NEGOTIABLE - VOID - NON-NEGOTIABLE

THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.

Agenda Date: 6-07-2016

Agenda Item: 3c

CITY OF CLAYTON

Founded 1857 . . . Incorporated 1964

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CHIEF OF POLICE CHRIS WENZEL

DATE: JUNE 7, 2016

SUBJECT: RESOLUTION AUTHORIZING AND ACCEPTING GRANT FUNDS AWARDED BY THE GRANT ASSISTANCE PROGRAM (GAP) OF THE CALIFORNIA DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL (ABC)

RECOMMENDATION

It is recommended the City Council adopt a Resolution authorizing and accepting a $34,206 grant awarded to the Clayton Police Department from the California Department of Alcohol and Beverage Control's Grant Assistance Program (GAP).

BACKGROUND

In March 2016, Clayton Police Sergeant Jason Shaw prepared and submitted a Clayton Police Department grant application to the California Department of ABC to assist in its local duties relating to the enforcement and education of alcohol possession, usage and sales. There are numerous alcohol-related community events which occur annually in the city as well as nine (9) licensed locations in town which sell alcoholic beverages. The primary purpose of this grant is to augment the Department's service responsibilities as it relates to alcohol, sales and consumption.

On May 16, 2016, the Clayton Police Department was informed by letter that its grant submittal was awarded grant monies in the amount of $34,206 for the program period of July 1, 2016 through June 30, 2017.

PURPOSE AND DISCUSSION

Because the Clayton Police Department provides law enforcement during several City-approved community events throughout the year, the lean staffing levels of our police agency with its limited resources present difficulties in proactive approaches to ensure legal sales and possession of alcohol during those festivals and events. In addition, licensed alcohol establishments within the city can always use encouragement and education regarding their responsibilities under the law.

Portions of the grant funds will be used to offer all licensed providers of alcohol with refresher information regarding the proper handling and sales of alcohol and to ensure current laws are being applied to the licensee's operations. Through the use of the grant funds, the Clayton Police Department will conduct several decoy and "shoulder tap" operations to ensure licensees are operating within the confines of state law. The grant will also cover some of the overtime expenses associated with the stated objectives for police officers assigned to the Task Project as well as their supervisors. Monies will also underwrite the training expense of having two (2) sworn personnel attend an ABC training conference as well as the purchase of two (2) intoximeter devices.

The California Department of ABC requires the governing body [City Council] to adopt its formatted Resolution accepting the grant monies and the conditions thereof.

FISCAL IMPACT

There has been and will be no cost associated with the City's acceptance of this ABC grant. The grant is to augment existing police services and its amount is $34,206.

Attachments: A. City Resolution [2 pp.]
B. ABC Letter of Grant Award [3 pp.]
C. Grant Proposal submitted to CA ABC [5 pp.]

ATTACHMENT A

RESOLUTION NO. – 2016

A RESOLUTION APPROVING AND ACCEPTING GRANT MONIES AWARDED THROUGH THE GRANT ASSISTANCE PROGRAM (GAP) OF THE CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (ABC)

THE CITY COUNCIL
City of Clayton, California

WHEREAS, the City Council of Clayton, California desires to undertake a certain project designated as "Teaching and Enforcing Alcohol-related Matters" (aka "TEAM") to be funded in part from $34,206 in grant funds awarded to the Clayton Police Department on 16 May 2016 and made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as "ABC");

NOW, THEREFORE, BE IT RESOLVED that the Chief of Police of the City of Clayton, California is hereby authorized to execute on behalf of the City Council of Clayton the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and its authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by the City of Clayton.

IT IS FURTHER AGREED that this grant award is not subject to local hiring freezes.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 7th day of June 2016 by the following recorded vote:

VOTES: (x)

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

_____
Howard Geller, Mayor

ATTEST:

_____
Janet Brown, City Clerk

# # # # #

I hereby certify that the foregoing Resolution No. – 2016 was duly adopted and passed by the City Council of the City of Clayton, California at its regular public meeting held on June 7, 2016.

_____ _____
Janet Brown, City Clerk Date

STATE OF CALIFORNIA — BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY

Edmund G. Brown Jr., *Governor*

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2500

May 16, 2016

ATTACHMENT B

Chief Chris Wenzel
Clayton Police Department
6000 Heritage Trail
Clayton, CA 94517

Dear Chief Wenzel:

Congratulations! Your agency has been selected by the Department of Alcoholic Beverage Control to receive funding for your 2016/2017 GAP grant proposal in the amount of $34,206. We look forward to working with your department to meet the goals and objectives in your proposal.

A grant contract will be forthcoming within the next couple of weeks which requires a resolution from your agency's governing body. A sample resolution was included in the Request for Proposal packet. **Due to the fact that these resolutions have to be put on your governing body's calendar, we ask that you do this as soon as possible.**

We are planning a two and a half-day training conference July 26 – 28, 2016, at the Embassy Suites San Diego Bay Downtown. The conference can accommodate two attendees from each agency and it is recommended that your Project Director and the officer assigned to the grant program attend.

This conference will offer valuable training in alcohol enforcement and will also be an excellent opportunity for the officers and deputies from your agency to meet and share information with others. Attendees are encouraged to utilize a pre-registration session on Monday, July 25, from 4:00 – 5:00 p.m. in order to expedite the registration on the next day.

A block of rooms at a special conference rate of $199.00 plus tax has been reserved for grant agency participants.[1] **PLEASE NOTE THAT ATTENDEES MUST MAKE RESERVATIONS BY THE HOTEL'S DEADLINE OF JULY 5, 2016**, to guarantee the special room rate or availability. There will be a $275.00 registration fee per person for the

[1] Based on the State regulations we are unable to reimburse those agencies that are within a 50 mile radius from the Embassy Suites San Diego Bay Downtown. The distance is based on the agency's physical headquarters address. Agency(s) that fall in this category are: **Chula Vista Police Dept, Oceanside Police Dept, San Diego County Sheriff's Dept.** Travel reimbursable costs for the aforementioned agency(s) will be limited to the registration fee only.

training that is reimbursable through the grant. Space at the hotel is limited and late registrants may be referred to nearby hotels.

Participants must contact the Embassy Suites Hotel **directly** to make reservations. Below are two options:

1. Online – Alcohol Beverage Control Room Block July 2016 - Embassy Suites Downtown . *This link is specific to the Alcoholic Beverage Control GAP Conference*, or

2. Call – (619) 239-2400 main desk at Embassy Suites San Diego Bay Downtown and ask for the **ABC Grant Assistance Program** group discount rate, or call 1-800-EMBASSY (800-362-2779).

Due to the short time frame for registering at the hotel, your prompt attention is appreciated. The special room rate will only be available until July 5, 2016, or until the group block is sold out, whichever comes first. We have also enclosed a conference registration form to be filled out and returned using the same time frame.

If you have any questions, please call Grant Coordinator Suzanne Pascual at (916) 419-2572.

Sincerely,

Ramona Prieto
Acting Director

Enclosure

Cc: Sergeant Jason Shaw, Project Director

Alcoholic Beverage Control

Grant Assistance Program (GAP) Training Conference
July 26 - 28, 2016

Registration Form for GAP Training Conference

☐ Yes, I will attend the 2016 GAP Training Conference held at the location below.

Location:	Embassy Suites San Diego Bay Downtown 601 Pacific Hwy, San Diego CA 92101 Hotel Main Line 619-239-2400	
Dates/Times:	Monday, July 25 - PreRegistration	4:00 pm - 5:00 pm
	Tuesday, July 26 - Registration	7:30 am - 8:30 am
	Tuesday, July 26 - Day 1 Class	8:30 am - 5:00 pm
	Wednesday, July 27 - Day 2 Class	8:30 am - 5:00 pm
	Thursday, July 28 - Day 3 Class	8:30 am - noon

(Times may vary slightly due to Agenda classes.)

AGENCY NAME _____

Name 1 _____ Title _____

Address _____ City/Zip _____

_____

Daytime Phone _____ Cell _____

Email Address _____ Fax _____

Name 2 _____ Title _____

Address _____ City/Zip _____

_____

Daytime Phone _____ Cell _____

Email Address _____ Fax _____

Instructions:

1. Print all information above. Name and agency will be used for identification badges.
2. Two sworn attendees allowed. We recommend Project Director & Officer assigned to awarded agency.
3. Send Registration Form as soon as possible to Grant Coordinator with or without payment so attendance is placed on conference roster. If attendant(s) has not been selected, enter Officer 1 & Officer 2 and send to secure.
4. Mail/Email/Fax Registration Form attention to Grant Coordinator (see below).
5. **Payment must be received by Tuesday, July 5**. Contact Grant Coordinator if payment will be delayed.
6. Checks only are accepted for payment. Credit Card or Purchase Orders are not accepted.
7. Conference registration fee is $275 per person.
8. Make checks payable to - Alcoholic Beverage Control.
9. Contact hotel separately for room reservations. This Registration Form does not secure hotel arrangements.

Department of Alcoholic Beverage Control
Attention: Suzanne Pascual, Grant Coordinator
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
Direct (916) 419-2572; Fax (916) 419-2599
suzanne.pascual@abc.ca.gov

ATTACHMENT C

State of California

Department of Alcoholic Beverage Control

Grant Assistance Program

PROPOSAL COVER SHEET

(TO BE COMPLETED BY APPLICANT AGENCY)

1. Name of Applicant Agency: Clayton Police Department

2. Description of Applicant Agency: Provide your city or county and a brief summary of department size, staffing, and structure.

The City of Clayton is located in central Contra Costa County at the base of the Mount Diablo State Park. The City has over 11,000 residents of varying economic backgrounds, ethnicities and ages living in approximately 4 square miles. The residents of Clayton are protected by the Clayton Police Department, which has a sworn staff of eleven, a non-sworn staff of two, one reserve officer and a volunteer police cadet program. The sworn staff is comprised of the Chief of Police, three Sergeants, seven full-time Police Officers and a volunteer reserve officer.

3. Number of Licenses in Project Area: 14

4. Population of Service Area: 11,505

5. Project Description: Provide a list of your projects goals and objectives and briefly summarize.

1. We intend to identify problematic ABC licensed establishments and ABC licensed events within the City and then target them for directed enforcement of ABC laws.
2. We intend to conduct at least 5 "Minor Decoy" operations at ABC licensed establishments during the grant period.
3. We will conduct at least 5 "Shoulder Tap" operations at various ABC licensed establishments during the grant period.
4. We intend to coordinate and conduct IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) operations at 50% of the licensed premises within out jurisdiction.

6. Funds Requested: $34,206

7. Project Period: July 1, 2016 – June 30, 2017

8. Acceptance of Conditions: By submitting this proposal, the applicant signifies acceptance of the responsibility to comply with all requirements stated in the Request for Proposals. The applicant understands that ABC is not obligated to fund the project until the applicant submits correctly completed documents required for the contract.

A. Project Director (person having day-to-day responsibility for the project)

Name: Jason Shaw
Address: 6000 Heritage Trail
Clayton, Ca 94517

Phone: 925-673-7350
Fax: 925-672-1429
E. Mail Address: jason.shaw@claytonpd.com
Signature:

Title: Police Sergeant

B. Chief of Police or Sheriff (authorizing official)

Name: Chris We[illegible]
Address: 600 [illegible]age Trail
Clayton, Ca 94517

Phone: 925-673-7350
Fax: 925-672-1429
E. Mail Address: chris.wenzel@claytonpd.com
Signature:

Title: Chief of Police

C. Fiscal or Accounting Official

Name: Kevin Mizuno
Address: 6000 Heritage Trail
Clayton, Ca 94517

Phone: 925-673-7309
[illegible]: 925-672-4917
[illegible]Mail Address: kmizuno@ci.clayton.ca.us
Signature:

Title: Finance Manager

D. ABC USE ONLY

Exhibit A

SCOPE OF WORK

1. Summary

The Clayton Police Department is responsible for protecting the residents and visitors of the City of Clayton. The police department consists of a sworn staff of 11, a non-sworn staff of 2, 1 reserve officer and a volunteer police cadet program. The sworn staff is comprised of the Chief of Police, 3 Sergeants, 7 full-time Police Officers and 1reserve officer. The City of Clayton encompasses approximately 4 square miles and is home to over 11,000 residents of various economic backgrounds, ethnicities and ages. The City has 14 establishments with ABC licenses and 14 annual events that receive a temporary ABC license. As a small police agency we normally do not have the funding to conduct operations such as those listed in this Proposal. This grant will give us the ability to conduct this much needed enforcement and education programs.

The Clayton Police Department is seeking grant funding in the amount of $34,206

During the grant period, the Clayton Police Department intends to:

- Identify problematic ABC licensed establishments and ABC licensed events within the City and then target them for directed enforcement of ABC laws.
- Conduct at least 5 "Minor Decoy" operations at ABC licensed establishments during the grant period.
- Conduct at least 5 "Shoulder Tap" operations at various ABC licensed establishments during the grant period.
- Coordinate and conduct IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) operations at 50% of the licensed premises within our jurisdiction.

The City of Clayton has 5 off-sale locations and 9 on-sale locations.

2. Problem Statement

The majority of DUI and alcohol related arrests made by our officers are of intoxicated people that consumed alcohol at one of the 9 ABC on-sale licensed locations within our city. Officers have also arrested intoxicated persons that were over-served past the point of intoxication. Additionally, the 14 annual events that have temporary ABC Permits have also generated calls for service as well as arrests for public intoxication.

3. Project Description

The Clayton Police Department intends to use this grant period to educate business owners and bar staff to ABC laws through the IMPACT program. We will also use members of our Police Cadet Program to conduct the "Decoy Operations" and "Shoulder Tap Operations" to identify businesses that are selling alcohol to minors and to curb and prevent private persons from furnishing alcohol to minors. Take enforcement action against adults that provide alcohol to minors at the twenty-one annual events that are open to the public. Detect and deter minors from obtaining and consuming alcohol at these events. We believe that by conducting these operations we will reduce the number of juveniles our officers contact that are in possession of and under the influence of alcoholic beverages and also reduce the number of heavily intoxicated persons our officers have to deal with in and around the on-sale licensed businesses and annual events.

Exhibit A

SCOPE OF WORK

4. Project Personnel

All project operations will be conducted by two Police Officers who are supervised by a Police Sergeant with a total of 3 staff members conducting each operation. Sergeant Jason Shaw will be responsible for administration of the grant and will conduct some of the operations along with another Sergeant. Officers that conduct the operations will be on overtime and are normally assigned to patrol.

BUDGET DETAIL

Exhibit B

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)	
A.2 Overtime Overtime Est. for two Officers and a Sergeant - 113 hours @ $190 per hour	$21,470
A.3 Benefits Benefits for two Officers and a Sergeant estimated at 29% x $21,470	$6,226
TOTAL PERSONNEL SERVICES	$27,696
B. Operating Expenses (maximum $2,500)	
Decoy Operations, Buy Money and Shoulder Tap Operations	$2,500
TOTAL OPERATING EXPENSES	$2,500
C. Equipment (maximum $2,500) **(Attach receipts for all equipment purchases to monthly billing invoice)** Two (2) Intoximeter Alco-Sensor IV PAS devices at $755/each	$1510
TOTAL EQUIPMENT	$1510
D. Travel Expense/Registration Fees (maximum $2,500) **(Registration fee for July 2016 GAP Conference attendee is $275 each)**	$550
Travel, per diem and lodging for July GAP Conference	$1950
TOTAL TRAVEL EXPENSE	$2500
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	$34,206

OTHER FUNDING SOURCES

Complete the following to report the total funds available to support the activities related to accomplishing the goals and objectives of the contract. In the "Grant Funds" column, report the ABC funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category (if none, leave blank). Then calculate the totals by category in the "Program Total" column. Total each column down to arrive at the total program funds available. **(Round all budget amounts to the nearest dollar.)**

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	$27,696		$27,696
Operating Expenses	$2500		$2500
Travel/Registration Fees	$2500		$2500
Equipment	$1510		$1510
TOTALS	$34,206		$34,206

This form does not become part of the contract but is required in the Request for Proposals package.

Agenda Date: 6-07-2016

Agenda Item: 3d

CITY OF CLAYTON
Founded 1857 . . Incorporated 1964

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JANET BROWN, CITY CLERK

DATE: June 7, 2016

SUBJECT: Accept the resignation of April Winship on the Trails and Landscaping Committee (TLC)

RECOMMENDATION

Accept the resignation of April Winship as a resident member on the Trails and Landscaping Committee (TLC) Citizen Advisory Committee.

DISCUSSION

On May 10, 2016, April Winship submitted her written resignation from the citizens advisory Trails and Landscaping Committee.

This resignation results in one (1) vacant seat on the up to eleven (11) membered Trails and Landscaping Committee. Mrs. Winship served on the Trails and Landscaping Committee since February 2016. Staff will post the vacancy on the City's website.

Attachments: Resignation letter from Ms. Winship (1 page)

From: April Winship [mailto:winshipfamily4@yahoo.com]
Sent: Tuesday, May 10, 2016 5:40 PM
To: lhoffmeister@ci.clayton.ca.us
Subject: Re: next TLC meeting date

Hi Laura,

Thank you very much for your email. With my schedule conflict, I feel I cannot serve on the TLC committee effectively at this time. When my obligation comes to an end in 2018 at Concord Sportsmen, I would love to throw my hat in the ring again but right now I would be doing a disservice to both volunteer positions if I remained on the TLC Committee.

Thank you.
Kindest Regards,
April Winship

Agenda Date: 6-07-2016

Agenda Item: 3e

CITY OF CLAYTON
Founded 1857 .. Incorporated 1964

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MINDY GENTRY, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JUNE 7, 2016

SUBJECT: COMMUNITY CHOICE ENERGY TECHNICAL STUDY MOU WITH CONTRA COSTA COUNTY (CDD-18-15)

RECOMMENDATION

Staff recommends the City Council approve a Resolution authorizing City participation in and approving a Memorandum of Understanding (MOU) with Contra Costa County regarding the preparation of a technical study of electrical load data for the potential formation of a Community Choice Energy program (**Attachment 1**).

BACKGROUND

In October 2015, the Board of Supervisors directed County staff to research the possibility of establishing a Community Choice Energy (CCE) program. The initial step was for County staff to request cities within the County to authorize the County to collect electrical load usage data from PG&E to determine the overall demand. The data would be utilized in a manner to investigate the feasibility of electrical procurement options through a potential CCE. The second request of cities was to determine the willingness to share in the cost of conducting a feasibility study without formal financial obligation.

In January 2016, the City Council adopted a Resolution authorizing Contra Costa County to collect PG&E electrical load usage data for all customer classes within the City and directed staff to send a letter to County affirming the City's willingness to participate in the costs of a technical study to form a Community Choice Energy program in partnership with Contra Costa County; however the City made no funding commitment at that time (**Attachment 2**).

On March 15, 2016, the Board of Supervisors directed County staff to work with interested cities within Contra Costa County to conduct a technical study of Community Choice Energy. The Board directed County staff to request that each participating city contribute financially towards the cost of the technical study in an amount proportional to the size of the city's population (**Attachment 3**).

The technical study will analyze electrical load data that the County has requested from PG&E for the unincorporated area and the 14 cities in Contra Costa County that are not currently participating in a CCE program. The study will provide participating jurisdictions information concerning the projected electricity rates that might be charged by a CCE program and the revenues that such a program might generate, the ability of a CCE program to lower greenhouse gas emissions generated from energy use within the County, and the extent to which a CCE program could stimulate economic activity in the County through implementation of local renewable energy generation projects. Similar technical studies have been performed recently in other Bay Area counties that are in the process of implementing Community Choice Energy programs, such as Alameda County, San Mateo County and Santa Clara County.

The technical study will compare 3 different CCE program models that could be implemented by participating jurisdictions in Contra Costa County. These are: forming a new joint powers authority (JPA) of interested jurisdictions within Contra Costa County, forming a similar JPA in partnership with jurisdictions in Alameda County, and joining the CCE program initiated in Marin County known as MCE Clean Energy.

The County has recently issued a Request for Proposals (RFP) to select a consultant to perform the technical study. The County and several representatives from the Funding Cities will screen the proposals submitted in response to the RFP, and the County will enter into a contract with the selected consultant. Upon completion of the technical study, the Funding Cities will each reimburse the County for their proportionate share of cost based on their population size, up to a maximum amount established in the MOU.

MEMORANDUM OF UNDERSTANDING

The County has now reached the step for a formal financial commitment from the Funding Cities. Eight cities have agreed to finically participate in the technical study ("Funding Cities"): Brentwood, Clayton, Concord, Danville, Martinez, Pittsburg, Pleasant Hill, and the County. The following jurisdictions are not participating: Antioch, Hercules, Moraga, Oakley, Orinda, Pinole, and San Ramon ("Non-Funding Cities"); however the MOU has identified September 1, 2016 as the cutoff date and a process if jurisdictions want to become a Funding City. The remaining five jurisdictions within Contra Costa County (Walnut Creek, Richmond, El Cerrito, San Pablo, and Lafayette) are either already participating in Marin Clean Energy (MCE) or are seeking approval to participate.

The MOU outlines the responsibilities of the County as well as all Funding Cities. The County's main responsibilities are to obtain the load data from PG&E; selection, with input from the Funding Cities, of the consultant for the technical study; management of the contract for the technical study; and distribution of the draft and final reports. The Final Report from the technical study will assist all of the jurisdictions covered in the study to decide whether to participate in the implementation of a CCE program.

The Funding Cities are required to provide comments on the RFP and draft report within 30 days of receipt from the County; coordinate presentations of the Final Report before

governing bodies; and to reimburse the County for costs of the technical study. The MOU contains a formula to calculate the costs each Funding City would have to absorb in order to reimburse the County, which is based on the total charges of the technical study and the respective population of each jurisdiction. The County has provided monetary caps for the maximum reimbursement amount regardless of the outcome of aforementioned formula. The City of Clayton's maximum reimbursement amount would be $5,000 based on a per capita formula.

FISCAL IMPACT

The MOU would obligate the City of Clayton to reimburse the County a maximum of $5,000; however depending on the costs of technical study and participation by other jurisdictions the total amount could be lower based off of the formula in Section 2.C.1 of the MOU. It is proposed this funding be allocated from the unassigned CIP interest earnings account, which presently has an unallocated balance of $92,800.

ATTACHMENTS

1. Resolution with Exhibit A - *Memorandum of Understanding Regarding Technical Study of Electrical Load Data for Community Choice Energy* [23 pp.]
2. Excerpt of the Staff Report and Minutes from the City Council Meeting from January 19, 2016 [8 pp.]
3. March 15, 2016 Board of Supervisors Staff Report Regarding Community Choice Energy [11 pp.]

ATTACHMENT 1

RESOLUTION NO. - 2016

A RESOLUTION AUTHORIZING CITY PARTICIPATION IN AND APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) WITH CONTRA COSTA COUNTY REGARDING ITS PREPARATION OF A TECHNICAL STUDY OF ELECTRICAL LOAD DATA FOR THE POTENTIAL FORMATION OF A COMMUNITY CHOICE ENERGY PROGRAM

THE CITY COUNCIL
City of Clayton, California

WHEREAS, in October 2015, the Board of Supervisors of Contra Costa County directed County staff to research the possibility of establishing a Community Choice Energy (CCE) program; and

WHEREAS, on January 19, 2016, the City of Clayton agreed to allow Contra Costa County to obtain the PG&E electrical load data for all customer classes within the City and confirmed the City's willingness to financially participate without the obligation of funds; and

WHEREAS, on March 15, 2016, the Board of Supervisors of Contra Costa County directed County staff to conduct a technical study to potentially form a Community Choice Energy program. The Board directed County staff to request that each participating city contribute financially towards the cost of the technical study in an amount proportional to the size of the city's population; and

WHEREAS, the technical study will analyze electrical load data that the County has requested from PG&E for the unincorporated area and the 14 cities in Contra Costa County that are not currently participating in a CCE program; and

WHEREAS, the technical study will compare 3 different CCE program models that could be implemented by participating jurisdictions in Contra Costa County. Those program models include: forming a new joint powers authority (JPA) of interested jurisdictions within Contra Costa County; forming a similar JPA in partnership with jurisdictions in Alameda County; or joining the CCE program initiated in Marin County known as MCE Clean Energy; and

WHEREAS, the City of Clayton initially agreed to financially contribute towards the technical study for a Community Choice Energy program based on a per capita basis, which is reflected in the formula contained within the Memorandum of Understanding in an amount for Clayton not to exceed $5,000.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Clayton, California does hereby authorize City participation in and approve a Memorandum of Understanding (MOU) with Contra Costa County regarding the preparation of a technical study of electrical load data for the potential formation of a Community Choice Energy program.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Clayton, California at a regular public meeting thereof held on 7th day of June, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

_____

HOWARD GELLER, Mayor

ATTEST:

_____

JANET BROWN, City Clerk

ATTACHMENTS

Exhibit A – *Memorandum of Understanding Regarding Technical Study of Electrical Load Data for Community Choice Energy*

EXHIBIT A

MEMORANDUM OF UNDERSTANDING REGARDING TECHNICAL STUDY OF ELECTRICAL LOAD DATA FOR COMMUNITY CHOICE ENERGY

This "Memorandum of Understanding Regarding Technical Study of Electrical Load Data for Community Choice Energy" ("MOU") is entered as of _____, 2016 ("Effective Date"), by and among Contra Costa County, a political subdivision of the State of California ("County"), the Cities of Brentwood, Clayton, Concord, Martinez, Pittsburg, and Pleasant Hill, and the Towns of Danville and Moraga (collectively the "Funding Cities" and each a "Funding City"), and the Cities of Antioch, Hercules, Oakley, Orinda, Pinole, and San Ramon (collectively the "Non-Funding Cities" and each a "Non-Funding City"). The County, the Funding Cities, and the Non-Funding Cities are referred to herein together as the "Parties," and each is sometimes referred to herein as a "Party."

Recitals

A. The Parties desire to cooperate to study options for participating in Community Choice Energy ("CCE"), pursuant California Public Utilities Code sections 331, 366, and 366.2, and other applicable laws and regulations.

B. To study options for participating in CCE, the Parties will need to obtain, from Pacific Gas and Electric Company ("PG&E"), electrical load data for all of the Parties' jurisdictions. The electrical load data for the Parties' jurisdictions is collectively referred to herein as the "Load Data." The Load Data is confidential and not subject to public disclosure pursuant to Public Utilities Code section 8380. Each Funding City and each Non-Funding City has authorized PG&E to release to the County the Load Data for electricity use within that city's jurisdiction. PG&E will require the County to enter into a non-disclosure agreement ("NDA") before PG&E will release the Load Data to the County.

C. The Load Data must be analyzed to determine the electricity needs within the Parties' jurisdictions, and to evaluate options for participating in CCE. The analysis of the Load Data will require the services of a technical consultant.

D. The Parties enter into this MOU to identify their roles and responsibilities with respect to studying options for participating in CCE, and to establish a procedure for a Non-Funding City to become a Funding City under this MOU.

Agreement

NOW, THEREFORE, the Parties agree as follows:

1. County's Responsibilities.

A. Load Data. The County will enter into a NDA with PG&E and will obtain the Load Data from PG&E. The County will maintain and dispose of the Load Data

in accordance with the provisions of the NDA and all applicable laws and regulations.

B. Selection of a Technical Consultant.

1. After the County requests the Load Data from PG&E, the County will prepare and publish a request for proposals ("RFP") to solicit proposals from qualified technical consultants for the analysis of the Load Data and for the preparation of a technical report. The County will solicit comments on the RFP from the Funding Cities before the County publishes the RFP.

2. An evaluation committee will evaluate responses to the RFP, and will be responsible for either (i) recommending a technical consultant that, in the committee's opinion, is most qualified to analyze the Load Data, or (ii) recommending that no technical consultant be retained from among the technical consultants that respond to the RFP. The evaluation committee will be comprised of five representatives of the Parties – two representatives from the County, and one representative from each of the Cities of Brentwood and Pittsburg, and the Town of Danville. The County, as the Party responsible for retaining a technical consultant, shall have sole discretion to determine whether to follow the evaluation committee's recommendation, and to determine whether to enter into a contract with a technical consultant.

3. If the County selects a technical consultant (the "Consultant") to analyze the Load Data, the County will negotiate and, if negotiations are successful and any required Board of Supervisors approval is obtained, enter into a contract with the Consultant, to require the Consultant to do all of the following: (a) analyze the Load Data to determine the electricity needs within the Parties' jurisdictions, (b) evaluate the Parties' options for participating in CCE, (c) prepare a draft technical report documenting the Consultant's analysis and findings ("Draft Report"), and (d) prepare a final technical report documenting the Consultant's analysis and findings ("Final Report"), all of which are collectively referred to herein as the "Consultant Services."

C. Technical Report.

1. After the Consultant prepares the Draft Report, the County will provide each Funding City a copy of that report. The County will provide each Funding City 30 days to comment on the Draft Report, as described in Section 2.A., below, before the County directs the Consultant to prepare the Final Report. The County will review and discuss with the Consultant all comments the County receives from the Funding Cities within that 30-

day period. The County will cooperate with the Funding Cities to resolve any conflicting or inconsistent comments.

2. Within 10 days after the Consultant provides the County the Final Report, the County will provide each Funding City a copy of the Final Report so that the Parties may present the Final Report to their governing bodies in a timely manner. Within 60 days after the Consultant provides the County the Final Report, the County will provide each Funding City: (a) documentation showing the Consultant's total charges to the County for the performance of all Consultant Services, including any reimbursable expenses (the "Total Consultant Charges"), and (b) a request for reimbursement of the Funding City's share of Total Consultant Charges, calculated in accordance with Section 2.C., below.

2. Funding Cities' Responsibilities.

A. Comments on the RFP and Draft Report. Within 30 days after the County provides a Funding City a copy of the Draft Report, the Funding City will provide the County with that city's written comments related to the Draft Report, if any. The Funding Cities will cooperate with the County to resolve any conflicting or inconsistent comments.

B. Presentations. The Funding Cities will coordinate with the County to schedule any presentations concerning the Final Report before the cities' governing and advisory bodies.

C. Reimbursement of County.

1. Calculation of Reimbursement. Except as otherwise specified in Section 2.C.2., below, within 30 days after receipt of a request for reimbursement from the County pursuant to Section 1.C.2., above, each Funding City shall pay the County that city's proportional share of the Total Consultant Charges, calculated as follows:

[(Total Consultant Charges)] x [(Funding City's Population) ÷ (Population of unincorporated Contra Costa County + population of all Funding Cities] = Amount of Funding City's Reimbursement to County

The request for reimbursement will calculate the amount due from each Funding City based on the total number of Funding Cities, including any city that becomes a Funding City under Section 3.F.

2. Maximum Reimbursement for Specified Funding Cities. Notwithstanding the resultant of the calculation in Section 2.C.1., above, no Funding City shall be required to reimburse the County in excess of the Funding City's approved maximum reimbursement limit, as follows:

Funding City	Maximum Reimbursement
Brentwood	$30,000
Clayton	$5,000
Concord	$25,000
Danville	$18,000
Martinez	$15,000
Moraga	$10,000
Pittsburg	$15,000
Pleasant Hill	$15,000

3. Miscellaneous Provisions.

A. Confidentiality of Data. The Parties agree that, notwithstanding anything to the contrary contained herein, nothing in this MOU shall require the County to disclose, disseminate, or dispose of Load Data in any manner that would violate the terms of the NDA, or any state or federal laws or regulations.

B. No Obligations to Pursue CCE. The purpose of this MOU is to provide for the Parties' roles and responsibilities related to undertaking a technical study to analyze options for the Parties' potential future participation in CCE. Nothing in this MOU obligates any Party to become a community choice aggregator, or to participate with other Parties to establish a community choice aggregator, or to participate in CCE, or to take any other future discretionary actions.

C. No Joint Powers Agency. Nothing in this MOU creates, nor shall it be construed as creating, a partnership, joint venture, or a joint exercise of powers agency separate and apart from the Parties hereto.

D. Assignment; No Third-Party Beneficiaries. This MOU may not be assigned unless the assignment is approved in writing by all Parties. Nothing in this MOU, express or implied, is intended to confer on any person, other than the Parties and their successors and assigns, any rights or remedies by reason of this MOU.

E. Notices. All notices and other correspondence required to be given under this MOU shall be in writing, and shall be delivered in person, by overnight carrier, or by U.S. Mail, to the following person and address designated for each Party. A notice shall be deemed given on the same day if it is personally delivered, on the next day if it is delivered by overnight carrier, or on the fifth (5th) day after the postmark date if it is given by U.S. Mail.

Contra Costa County:
Jason Crapo
Dept. of Conservation and Development
30 Muir Road
Martinez CA 94553

Antioch:
Julie Haas-Wajdowicz
200 H Street
Antioch CA 94531

Brentwood:
Casey McCann
150 Park Way
Brentwood CA 94513

Concord:
Laura Simpson
1950 Parkside Drive
Concord CA

Clayton:
Gary Napper
6000 Heritage Trail
Clayton CA 94517

Danville:
Nat Rojanasathira
510 La Gonda Way
Danville CA 94526

Hercules:
David Biggs
111 Civic Drive
Hercules CA 94547

Martinez:
Michael Chandler
525 Henrietta Street
Martinez CA 94553

Moraga:
Ellen Clark
329 Rheem Boulevard
Moraga CA 94556

Oakley:
Joshua Mc Murray
3231 Main Street
Oakley CA 94561

Orinda:
Daisy Allen
22 Orinda Way
Orinda CA 94563

Pinole:
Michelle Fitzer
2131 Pear Street
Pinole CA 94564

Pittsburg:
Peter Guadagni
440 Walnut Avenue
Vallejo CA 94592

Pleasant Hill:
Andrew Murray
100 Gregory Lane
Pleasant Hill CA 94523

San Ramon:
Lauren Barr
2401 Crow Canyon Road
San Ramon CA 94583

A Party may change its contact person and address listed above by giving written notice to all other Parties.

F. Amendment. At any time before September 1, 2016, a Non-Funding City may become a Funding City by providing all Parties written notice that the city will be a Funding City under this MOU. The notice shall specify the city's maximum reimbursement limit under Section 2.C.2., if any. A city giving notice shall have all the rights and obligations of a Funding City under this MOU, effective on the date notice is given. At any time during the term of this MOU, a Funding City may increase, but not decrease, its Maximum Reimbursement limit under Section 2.C.2. by providing all Parties written notice specifying the increased limit. Except as otherwise provided in this Section 3.F., this MOU may be modified only by a written amendment signed by all Parties.

G. Effective. This MOU shall be effective as to a Party upon the execution of the MOU by that Party.

H. Construction. If any provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force.

I. Governing Law. This MOU shall be governed and construed in accordance with California law.

J. Counterparts. This MOU may be executed in one or more counterparts, each of which shall be deemed an original.

[Remainder of Page Intentionally Left Blank.]

CONTRA COSTA COUNTY

By: _____
Jason Crapo
Deputy Director

Approved as to form:
Sharon L. Anderson, County Counsel

By: _____
Deputy County Counsel

SMS
H:\Client Matters\Building Inspection\CCA\CCA MOU Re Tech Study - FINAL 060216.docx

CITY OF ANTIOCH

By: _____
Forrest Ebbs
Community Development Director

Approved as to form:

By: _____
City Attorney

CITY OF BRENTWOOD

By: _____
Gustavo Vina
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF CONCORD

By: _____
Valerie Barone
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF CLAYTON

By: _____
Gary Napper
City Manager

Approved as to form:

By: _____
City Attorney

TOWN OF DANVILLE

By: _____
Joseph A. Calabrigo
Town Manager

Approved as to form:

By: _____
Town Attorney

CITY OF HERCULES

By: _____
David Biggs
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF MARTINEZ

By: _____
Jim Jakel
Interim City Manager

Approved as to form:

By: _____
City Attorney

TOWN OF MORAGA

By: _____
Bob Priebe
Interim Town Manager

Approved as to form:

By: _____
Town Attorney

CITY OF OAKLEY

By: _____
Bryan H. Montgomery
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF ORINDA

By: _____
Janet Keeter
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF PINOLE

By: _____
Michelle Fitzer
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF PITTSBURG

By: _____
Joseph Sbranti
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF PLEASANT HILL

By: _____
June W. Catalano
City Manager

Approved as to form:

By: _____
City Attorney

CITY OF SAN RAMON

By: _____
Greg Rogers
City Manager

Approved as to form:

By: _____
City Attorney

ATTACHMENT 2

Agenda Date: 1-19-201

Agenda Item: 8b

CITY OF CLAYTON
Founded 1857 . . . Incorporated 1964

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MINDY GENTRY, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JANUARY 19, 2016

SUBJECT: COMMUNITY CHOICE AGGREGATION (CDD-18-15)

RECOMMENDATION

Following staff presentations and an opportunity for public comment, it is recommended the City Council:

1) Adopt the attached Resolution authorizing Contra Costa County to obtain the electrical load usage data from Pacific Gas & Electric Company (PG&E) for all customer classes and customers located within the City of Clayton for the purposes of studying alternatives for a local Contra Costa Community Choice Aggregation (CCA) (also referred to as Community Choice Energy). The Resolution also memorializes the City's interest in participating in a pre-development and feasibility study to create a CCA in partnership with Contra Costa County while not obligating the expenditure of any City funds.

2) Direct staff to send a non-binding letter before January 31, 2016 to Contra Costa County confirming the City's interest in participating in a local Contra Costa CCA by authorizing the County to collect the City's Pacific Gas & Electric Company load data and its willingness to financially participate in the feasibility study without obligating funds. The letter will also express the City's preference to have the costs for the study allocated on a per-capita basis rather divided by the number of participating agencies.

BACKGROUND

In October 2015, the Board of Supervisors directed County staff to research the possibility of Community Choice Aggregation through three different options. The initial process is twofold. The first step is to request cities within the County to authorize the County to collect electrical load usage data from PG&E to determine the overall demand. The data would be utilized in a manner to investigate the feasibility of electrical procurement options through a potential CCA. The second request of cities was to determine the willingness to share in the

cost of conducting a feasibility study, which is estimated by the County to be $100,000 to $150,000 without formal financial obligation.

The direction provided by the Board of Supervisors included three possible options to be evaluated:

- Forming a CCA partnership among the cities within Contra Costa County as well as the County for the unincorporated areas;
- Partnering with Alameda County (and its cities) to form a CCA program; or
- Join the Marin Clean Energy program (which currently serves Marin County, unincorporated Napa County, and the cities of Benicia, El Cerrito, Richmond, and San Pablo).

Representatives from Contra Costa County will be making a presentation at the City Council meeting to provide an overview of the Community Choice Aggregation program and the options the County is exploring.

OVERVIEW OF COMMUNITY CHOICE AGGREGATION

Assembly Bill 117 (2002) established Community Choice Aggregation in California and allowed cities and counties to become electricity providers by facilitating the purchase, sale, and generation of electrical energy.

In 2010, Marin Clean Energy (MCE) became the first certified CCA in California followed by Sonoma Clean Power in 2014. Both JPAs are comprised of their host counties and several cities. The cities of Richmond, San Pablo, and El Cerrito joined Marin Clean Energy and are now served by MCE. The cities of Walnut Creek and Lafayette have submitted letters of intent to join MCE, which is considering granting them membership in fall of 2016. Other counties and cities throughout the State of California are exploring the formation of a CCA with San Francisco receiving approval of its implementation plan from the California Public Utilities Commission, which is the organization charged with regulating CCAs.

The CCA would be responsible for power generation and PG&E would still own the grid, maintain power lines, and issue monthly bills.

Benefits of a CCA

- Local Control – By forming a CCA, it provides communities with control over energy decisions. Currently power customers do not have a choice of an electrical provider, or how that power is generated. The CCA would also be able to maintain control over energy efficiency programs or have programs to guarantee equity in the distribution of efficiency benefits. Participating jurisdictions would automatically enroll all electrical customers into the CCA; however individual consumer participation is entirely voluntary and one can choose to opt out of the CCA if they prefer to receive their electrical energy from PG&E. Naturally, should a city become a member of a CCA and a considerable number of local subscribers opt to stay with PG&E for

electricity, the resultant CCA's rates could be affected due to lesser volume participation.

- Increase Use of Renewable and Alternative Energy- To the extent that a CCA values renewable and alternative energy generation over and above the levels mandated by the State, CCAs can increase the amount of energy generated from renewable sources by offering customers electricity derived from 100% renewable sources.

- Increase in Competition – PG&E is an Investor Owned Utility (IOU), which is large privately owned company and currently has a regulated monopoly in most of northern California. Consumers within the CCA jurisdiction would have the opportunity to receive electricity from a local public agency governed by officials who would be responsive to the interests of the local community.

Risk and Costs of a CCA

There are risks associated with the formation of a CCA, with the primary risk being sustainability. It is conceivable the CCA could not compete effectively against PG&E by not providing competitive rates with those that are offered by PG&E; therefore the CCA would not be financially feasible. The price of electricity a Contra Costa County CCA could offer has a number of variables such as the number of customers in the CCA as well as the agency's portfolio of energy sources.

There are start-up costs associated with forming the CCA, such as public outreach, feasibility analysis, and legal expenses to form a joint powers agreement as well as costs following the formation of JPA such as hiring CCA staff, preparation of an implementation plan, and execution of energy purchase contracts with suppliers.

FISCAL IMPACT

The local authorization of the City's PG&E load data does not require the expenditure of any City funds. The Resolution memorializes the City's interest, but does not obligate it to financially participate in the feasibility and technical study for the creation of a local Contra Costa Community Choice Aggregation. The County has identified the study may cost $100,000 to $150,000, but the City's share has not been identified. Staff will bring the item back to the City Council for consideration once the City's financial share has been identified by the County. City staff is also recommending the non-binding letter of interest to the County state the costs associated with the study be spread on a per capita basis rather than on a per agency basis.

ATTACHMENTS

1. Resolution [2 pp.]
2. Letter from Contra Costa County to the City of Clayton [5 pp.]

RESOLUTION NO. 06 -2016

A RESOLUTION AUTHORIZING CONTRA COSTA COUNTY TO COLLECT THE PG&E ELECTRICAL LOAD USAGE DATA FOR ALL CUSTOMER CLASSES AND CUSTOMERS WITHIN THE CITY OF CLAYTON AND AFFIRMING THE CITY OF CLAYTON'S INTEREST IN PARTICIPATING IN THE FEASIBILITY AND TECHNICAL STUDY TO FORM A COMMUNITY CHOICE AGGREGATION IN PARTERSHIP WITH CONTRA COSTA COUNTY

THE CITY COUNCIL
City of Clayton, California

WHEREAS, the City of Clayton has demonstrated its commitment to an environmentally friendly sustainable future through its policy goals and action, including energy reduction, clean energy, and sustainability programs; and

WHEREAS, the County of Contra Costa and the City Council of Clayton have identified Community Choice Aggregation as a potential strategy to meet local clean energy goals and projected greenhouse reduction targets; and

WHEREAS, Community Choice Aggregation is a mechanism by which local governments assume responsibility for providing electrical power for residential and commercial customers in their jurisdiction in partnership with Pacific Gas and Electric Company; and

WHEREAS, Community Choice Aggregation, if determined to be technically feasible, could provide substantial environmental and economic benefits to all residents and businesses in the City of Clayton; and

WHEREAS, Community Choice Aggregation also provides the opportunity to fund and implement a wide variety of energy related programs of interest to the community; and

WHEREAS, in addition to technical and financial feasibility, it is important to determine whether there is adequate public support for Community Choice Aggregation; and

WHEREAS, determining technical feasibility and public support requires the analysis of energy load data from Pacific Gas & Electric Company and a focused stakeholder education and outreach effort; and

WHEREAS, adoption of this Resolution in no way binds or otherwise obligates the City of Clayton to participate in Community Choice Aggregation, unless it so chooses by subsequent passage of a City ordinance.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Clayton, California does hereby indicate its interest to participate in the pre-development and

feasibility phase of Community Choice Aggregation in partnership with Contra Costa County without obligation of the expenditure of City General Funds unless expressly authorized by the City Council by separate action; and

BE IT FURTHER RESOLVED the City Manager is authorized to execute the appropriate documents to allow the County and/or its technical consultants to request energy usage/load data from Pacific Gas & Electric Company so that it may be analyzed as part of a countywide Community Choice Aggregation technical study.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Clayton, California at a regular public meeting thereof held on 19th day of January, 2016 by the following vote:

AYES:	Mayor Geller, Councilmembers Haydon, Pierce and Shuey.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Vice Mayor Diaz.

THE CITY COUNCIL OF CLAYTON, CA

HOWARD GELLER, Mayor

ATTEST:

JANET BROWN, City Clerk

website. Applicants are appointed by the City Council following an interview with its Sub-Committee.

Councilmember Pierce thanked the Trails and Landscaping Committee members for its hard work and efforts.

Mayor Geller opened the item to receive public comments; no public comments were offered.

It was moved by Councilmember Haydon, seconded by Councilmember Shuey, to accept and approve the Trails and Landscaping Committee's Annual Report for FY 2014-15. (Passed; 4-0 vote).

(b) Discuss and consider adoption of Resolution 06-2016 indicating City interest in exploring Community Choice Aggregation (CCA) energy for the city of Clayton in partnership with the County of Contra Costa and other public agency partners.

Community Development Director Mindy Gentry provided a brief overview and then introduced Jason Crapo, Deputy Director for the Contra Costa Department of Conservation and Development and Tom Kelly from LEAN Energy US who presented a slideshow regarding Community Choice Energy (CCE) options for Contra Costa County.

Mr. Crapo explained Community Choice Energy enables local governments to procure and/or develop power on behalf of their public facilities, residents and businesses from "green" or renewable energy sources. Mr. Crapo introduced Tom Kelly to continue with the presentation.

Mr. Kelly advised Marin and Sonoma Counties are currently operational with CCAs while the City and County of San Francisco is launching one soon. He also noted there are only three programs currently operational in California. Mr. Kelly continued his presentation comparing Marin and Sonoma County's programs financial conditions for FY 2015-16 showing a 3.5% - 4% increase to revenues and similar consumer rate reductions from PG&E. He explained the basic program mechanics involving the formation or joining of a Joint Powers Agency begins with the passage of a local Ordinance to enter into the Joint Powers Agreement; he advised when operational, all community consumers are automatically subscribed to the CCA JPA and customers must "opt-out" to remain with PG&E, an action that can be done by phone, on-line or mail. Mr. Kelly also advised of some of the risks involved including rate competition/ market fluctuation, customer "opt-outs" can negatively impact rates offered, political local policy objectives, and regulatory/legislative.

Councilmember Pierce asked if the Joint Powers Agreement indicates a maximum fee for the administrative costs of the program? Mr. Crapo advised that matter would be clarified during the formation and drafting of the Joint Powers Agreement.

Councilmember Shuey inquired on recurring complaints from participants of existing Community Aggregation Energy programs. Mr. Kelly advised when a CCE program has been implemented, most consumers do not realize they are participants in the program although all PG&E customers receive a minimum of 4 "opt-out" notices over 120 days period per statute.

Councilmember Pierce asked how a consumer's PG&E imposed fee is collected when staying with the CCE? Is it a one- time fee or monthly fee? Mr. Kelly advised the PG&E residential fee currently imposed is collected and billed monthly at a rate of $12.00. He also advised the Joint Powers Agreement protects the member city from lawsuits or having to pay for a failed CCE program.

Councilmember Shuey asked for a sample of a CCE Joint Powers Agreement to review prior to City Council making a decision to join.

Councilmember Haydon is interested in the results of the study and inquired if after an initial Joint Powers Agreement has been established, can cities join into that agreement at a later date and still have voting capability? Mr. Kelly advised initially Marin Clean Energy became the first certified Community Choice Aggregation in California; initial costs were very expensive but subsequent members still have voting rights but weighted by subscribers participating.

Councilmember Haydon asked how the energy rates are determined? Mr. Kelly advised rates are regulated and controlled by California Public Utilities Commission.

Mayor Geller inquired if PG&E has expressed an interest to build or join a Community Choice Aggregation Energy program? Mr. Kelly advised PG&E and Community Choice Aggregation have established a business relationship with PG&E still providing billing and energy service to its customers. He also included there are no stockholders in the Community Choice Aggregation energy program.

City Manager Napper had a few inquiries regarding feasibility costs? Are there any foreseeable member cities in Contra Costa County? Is Contra Costa County considering joining an existing Community Choice Aggregation energy program? Mr. Kelly advised the feasibility study will cost approximately $175,000, although the preferred term to use is a "technical" study since we know Community Choice Aggregation is now feasible. If a city decides to join, a representative from each joining city will have a voting member, likely with "weighted" voting on certain matters. Mr. Crapo added at this time Contra Costa County has not indicated if it would consider joining an existing Community Choice Aggregation Energy program.

Mayor Geller asked if there are any public comments to be offered on this item.

Carol Weed, member of the Contra Costa Energy Alliance, indicated she preferred Council consider giving its residents a choice in using green/clean energy alternatives. Ms. Weed also prefers keeping energy revenues in Contra Costa County and looks forward to the increase of green employment opportunities for its residents.

Wendy Lack, resident in Dana Hills, has been following the Contra Costa Board of Supervisors' meetings regarding the Community Choice Aggregation energy and has found that it carries enormous risks; electricity is a commodity heavily regulated. Ms. Lack conducted her own independent research finding that the feasibility study will cost $1.5 to $3 million dollars. She would like the City Council to carefully review the Joint Powers Agreement before making a commitment. Ms. Lack provided the City Clerk with a couple of news articles regarding Clean/renewable energy.

Dan Hummer, 282 Stranahan Circle, inquired if the Clayton City Council decides to join a Joint Powers Agreement, what would the requirements be and costs to back-out or join another Joint Powers Agreement?

Mayor Geller asked Mr. Crapo how is the upfront funding source acquired? Mr. Crapo advised start-up costs are a considerable amount and could range from $1 to $2 million. Contra Costa County would provide the initial funding and then recoup its expense through a financing plan to be shared among the Joint Powers Agreement members.

Councilmember Pierce noted the provided staff report indicates an estimated cost of $100,000.00 to $150,000.00 to conduct the study however it does not identify the City's share.

Mr. Crapo advised upon completion of the technical study and load data obtained the consultant hired by Contra Costa County will provide an analysis of the amount of energy being used, likely energy rates, and legal costs to establish a Joint Powers Agreement for management of the

program. Mr. Crapo included this process can take 18 to 24 months to complete resulting in significant start-up costs; Contra Costa County has agreed to provide upfront monies with eventual reimbursement from participating cities.

Councilmember Pierce indicated she would like to consider the results of the feasibility study to provide the Clayton community a possible option of participation in the Contra Costa Community Choice Aggregation energy.

It was moved by Councilmember Pierce, seconded by Councilmember Haydon, to adopt the Resolution authorizing Contra Costa County to collect the PG&E electrical load usage data for all customer classes and customers within the City of Clayton, and by letter affirm the City of Clayton's openness to participating in the costs of a feasibility /technical study to form a community choice aggregation in partnership with Contra Costa County but the City makes no funding commitment at this time until the number of interested cities is known and an expense allocation is proposed. (Passed; 4-0 vote).

(c) Consider ECORP's initial findings regarding historic significance and future of the three (3) deteriorating historic outbuildings on City-owned Keller Ranch House property, north of the Clayton Community Library.

Community Development Director Mindy Gentry summarized the staff report briefly noting the updated integrity assessment of the historical Keller Ranch outbuildings determined the outbuildings no longer are historically significant; and pursuant to the California Environmental Quality Act Guideline 15301 (l) – Existing Facilities, a demolition project decided at the local level would be "categorically exempt" under CEQA. Ms. Gentry indicated the Clayton Historical Society would likely wish to salvage some portions of the Keller Ranch outbuildings to keep for historical purposes or use for a future fundraiser.

City Manager Mr. Napper added the location of the three buildings is directly north of the Keller Ranch House, and the Keller Ranch home is not a subject for demolition.

Mayor Geller opened the item to receive public comments; no public comments were offered.

It was moved by Councilmember Shuey, seconded by Councilmember Haydon, to instruct staff to seek three proposals for the demolition of the outbuildings, with staff returning with three demolition proposals for City Council review and consideration for approval and funding. (Passed; 4-0 vote).

(d) Consider a summary report on the City of Pittsburg's Tuscany Meadows Residential Subdivision project for up to 917 single-family homes, 365 multi-family apartments, and three parks totaling approximately 18.6 acres and possible implications to Clayton community.

Community Development Director Mindy Gentry presented the staff report noting project overview of the City of Pittsburg's Tuscany Meadows project and its Montreux residential subdivision project impacts to Clayton. Ms. Gentry provided forecasted traffic counts and potential traffic delays in both the AM and PM peak travel times at intersections along Kirker Pass Road and Ygnacio Valley Road used by Clayton residents. She also noted the project is scheduled to be heard at the February 9, 2016 meeting of the Pittsburg Planning Commission. If approved the project will go before the Pittsburg City Council for a hearing then precede to LAFCO for review of the proposed boundary changes.

ATTACHMENT - 3

D. 5

Contra Costa County

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: March 15, 2016

Subject: Consider options for potential implementation of Community Choice Energy within the unincorporated area of the County.

RECOMMENDATION(S):

Consider the following options regarding potential implementation of Community Choice Energy (CCE) within the unincorporated area of the County:

Option 1: Work with interested cities in Contra Costa County to obtain electrical load data from PG&E and conduct a technical study of the following three CCE alternatives:

- Form a new joint powers authority of the County and interested cities within Contra Costa County for the purpose of implementing Community Choice Energy
- Join Marin Clean Energy (MCE)
- Form a new joint powers authority with Alameda County and the interested group of cities in the two-county region

Option 2: Proceed with the steps necessary to join Marin Clean Energy (MCE).

Option 3: Undertake an abbreviated technical study summarizing technical studies recently completed by other Bay Area cities and counties and including a comparison of tradeoffs between CCE alternatives available to the County.

☑ APPROVE

☑ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ OTHER

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/15/2016** ☐ APPROVED AS RECOMMENDED ☑ OTHER

Clerks Notes: SELECTED OPTION 1

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 15, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: 925-674-7722

cc:

FISCAL IMPACT:

Option 1: Technical Study

The estimated cost of the activities associated with partnering with cities within the County to conduct a technical study of Community Choice Energy is $400,000. This includes an estimated $225,000 in consulting services and $175,000 in County staff costs to manage the project. Staff recommends that the cities be proposed to share in the cost of the technical study consultant, which would reduce the County's overall cost to $300,000.

These costs would include an amendment to the County's current consulting services contact with LEAN Energy to increase the contract limit by $75,000 to assist DCD with obtaining electrical load data from PG&E, refining the scope of the technical study and developing the RFP, evaluating proposals from consultants for conducting the technical study, interpreting the results of the technical study and reporting the findings of the technical study to cities, the IOC and the Board of Supervisors. LEAN Energy would also assist County staff in conducting community outreach activities to provide information and education to the public and to gather public input to assist decision-makers in evaluating the results of the technical study.

The cost of the actions associated with Option 1 also includes an estimated $50,000 for the County's share of cost for conducting a technical study. The total cost of the technical study is estimated to be up to $150,000. The balance of the cost not paid by the County is proposed to be paid by participating cities proportionate to their share of the total population of the jurisdictions covered by the study.

The estimated $175,000 cost of County staff time for management of the activities associated with Option 1 includes DCD staff time until the end of 2016 at a cost of approximately $150,000 plus the cost of County Counsel staff time, estimated to be $25,000 during 2016.

If a technical study resulted in the County taking additional steps to implement a CCE program, such steps would involve additional time and expense. The cost of these aditional steps would depend on the outcome of the study. The estimated schedule and budget following completion of a technical study is described in more detail in Attachment E to this report. The greatest expense would be associated with a scenario involving the formation of a new joint powers authority of the County and cities within Contra Costa County. The cost of forming such a JPA and launching a program is estimated to be approximately $2 million. These costs would likely be reimbursed by the JPA to the County from CCE program revenues.

Option 2: Take Steps to Join MCE

The estimated cost of activities associated with studying membership in MCE that would be comparable to a full technical study is minimal. There may be some research required of County staff and consultants to answer questions the Board may have regarding MCE, but the estimated cost of addressing these issues would be no more than $10,000.

If the Board reaches a decision to join MCE and directs staff to take the actions necessary to do so, there would would be additional costs of approximately $50,000 associated with County staff time in DCD and County Counsel related to preparing an ordinance and resolution for adoption by the Board, assisting MCE with program launch activities, and coordinating with Contra Costa cities regarding MCE membership. These costs could be described as "back-end" costs and are not comparable to the "front-end" costs associated with the costs of a technical study as described in Option 1 above. The back-end costs of $50,000 are more comparable to the back-end costs associated with JPA formation and program launch activities that might follow a technical study, as described more fully in Attachment E.

Option 3: Abbreviated Technical Study

The cost of this option is estimated to be approximately $65,000. This would include $50,000 in consulting services to perform the study and $15,000 in County staff time for project management. The cost of next steps would depend on the approach selected, similar to Option 1, however a portion of a full technical study could be necessary if the abbreviated technical study prompted selection of the option to form a new JPA.

Summary

Overall, the cost of Option 1 (Technical Study) is by far the greatest, and the cost of Option 2 (Join MCE) is the least. Option 3 (Abbreviated Technical Study) represents a middle ground that would provide some of the benefits of a full technical study at a reduced cost and in a shorter time period.

Reimbursement and Potential Source of County Funds

The County would seek to have its costs associated with this project reimbursed in the future from the revenues of a new CCE program should a new JPA be created for this purpose. If a new JPA is not established, the County's costs are unlikely to be reimbursed.

DCD's costs related to this project in the current fiscal year, including the cost of consulting services, can be offset by the unspent portion of the $200,000 in General Fund revenues budgeted in DCD for FY 2015-2016 for the newly created position of County Sustainability Coordinator, which has not yet been filled. Depending on the direction chosen by the Board, it is anticipated that most, if not all, costs associated with this project in FY 2015-2016 can be paid for from this funding source.

BACKGROUND:

Community Choice Energy (CCE) is described in State law as Community Choice Aggregation. CCE involves cities and counties, or a joint powers authority (JPA) composed of cities and/or counties, pooling ("aggregating") retail electricity customers for the purpose of procuring and selling electricity. Under a CCE program, the CCE entity would become the default electricity provider to all electricity customers within the

service area. Customers would have the ability to opt out of service from the CCE and return to service from the incumbent electrical utility. In Contra Costa County, the incumbent electrical utility is Pacific Gas and Electric (PG&E).

Following the successful launch of CCE programs in Marin County in 2010 and Sonoma County in 2014, most other counties in the Bay Area and many counties throughout California are now in the process of implementing or studying the creation of CCE programs. The City and County of San Francisco and San Mateo County are planning to launch CCE programs in 2016. Alameda County and Santa Clara County are both in the process of establishing JPAs for this purpose and plan to launch programs in 2017.

On October 13, 2015, the Board of Supervisors (Board) accepted the recommendations of the Internal Operations Committee (IOC) and directed County staff to initiate outreach to cities within Contra Costa County to determine the level of interest cities have in joining with the County to investigate three alternatives for potentially implementing CCE in Contra Costa County. These three alternatives are:

1. Form a new Joint Powers Authority (JPA) of the County and interested cities within Contra Costa County for the purpose of CCE;
2. Form a new JPA in partnership with Alameda County, and interested cities in both counties; and
3. Join the existing CCE program initiated in Marin County known as Marin Clean Energy, or MCE

At its meeting on February 29, 2016, the IOC considered a status report from the Department of Conservation and Development (DCD) concerning CCE and heard from numerous members of the public. The IOC directed DCD to prepare a report to the Board of Supervisors (Board) presenting options for proceeding with potential implementation of CCE in the County's jurisdiction, including continuing work with cities to complete a technical study of the three CCE alternatives mentioned above, or proceeding with steps to join the CCE program known as Marin Clean Energy (MCE). Subsequent to the IOC meeting, staff identified an additional option not discussed at the IOC meeting, which is for the County to conduct an abbreviated technical study summarizing other technical studies that have been recently released by Bay Area cities and counties, and including a comparison of tradeoffs between CCE alternatives.

<u>Results of Outreach to Contra Costa Cities</u>

Between November 2015 and January 2016, County staff conducted a variety of outreach activities to engage cities on the topic of CCE. These activities included meetings with City Managers and other city staff, attendance at the December 3, 2015 Mayors Conference, three public workshops in mid-December held in different regions of the County, and presentations provided by County staff and consultants at five City Council meetings during the month of January.

On November 13, 2015, the County Administrator sent a letter (Attachment A) to all City

Managers in Contra Costa County asking for responses back from cities by January 31, 2016 indicating the level of interest cities have in partnering with the County to study CCE. This letter specifically asked if cities would authorize the County to obtain electrical load data from PG&E for the purpose of potentially conducting a technical study of CCE in Contra Costa County, and if the cities would be willing to contribute financially towards the cost of such a study if one were conducted.

To facilitate greater public understanding of CCE and assist cities in their deliberations on the subject, DCD staff and consultants hosted three public workshops in December 2015: the first on December 10 at Walnut Creek City Hall, the second on December 14 at the Hercules Public Library and the third on December 16 at the Brentwood Community Center. Average attendance at these workshops was approximately 20 people, and several cities sent representatives to attend the workshops.

During the month of January 2016, many City Councils throughout the County placed items on their agendas to discuss their interest in partnering with the County to further study implementation of CCE. County staff and consultants were invited to attend and make presentations at the Concord, Clayton, Pinole, Lafayette and Brentwood City Council meetings.

The workshops and city council meetings held in December and January generated several press articles, which can be viewed at the following links:

- East Bay Express: (10/12/15)
- Contra Costa Times: (1/8/16)
- The Press: (10/29/15)
- Yodeler (Sierra Club): (1/28/16)
- East Bay Express: (1/29/16)
- MarinIJ: (2/16/16)
- The Press: (2/18/16)

Responses from Cities

By the end of January, all 16 cities in Contra Costa County not currently enrolled in a CCE program (Richmond, El Cerrito and San Pablo are currently enrolled in Marin Clean Energy) provided written responses to the County (Attachment B) authorizing the County to request electrical load data from PG&E necessary for a technical study of CCE in Contra Costa County. Approximately half of these cities indicated varying degrees of willingness to participate in the cost of a technical study of this data, should such a study proceed. These responses are summarized in Table 1 below.

Table 1. City Responses to County

City	Load Data Authorization	Cost Sharing for Tech Study
Antioch	Yes	No indication

Brentwood	Yes	Yes, not to exceed $30,000
Clayton	Yes	Yes, pending more details
Concord	Yes	Yes, not to exceed $25,000
Danville	Yes	Yes, not to exceed $18,000
Hercules	Yes	No indication
Lafayette	Yes	No indication
Martinez	Yes	No indication
Moraga	Yes	No indication
Oakley	Yes	No indication
Orinda	Yes	Need more information
Pinole	Yes	Need more information
Pittsburg	Yes	Yes, pending more details
Pleasant Hill	Yes	Yes, not to exceed $15,000
San Ramon	Yes	Maybe, pending more details
Walnut Creek	Yes	Yes, not to exceed $20,000

Internal Operations Committee Discussion and Direction

At its meeting on February 29, 2016, the Internal Operations Committee directed staff to present the Board with information concerning two options for consideration. One option is to proceed to work with cities in Contra Costa County to conduct a technical study of alternatives for implementing CCE. The other option is to forego such a technical study and proceed immediately to apply for membership in the CCE program called Marin Clean Energy, or MCE. MCE was created in Marin County, and has now expanded to serve jurisdictions in the Counties of Marin, Napa, Solano and Contra Costa, including the cities of Richmond, El Cerrito and San Pablo. Subsequent to the IOC meeting, staff conceived an alternative not discussed at the IOC meeting, which is for the County to conduct an abbreviated technical study summarizing other technical studies that have been recently released by Bay Area cities and counties, and including a comparison of tradeoffs between CCE alternatives.

Each of these three options has advantages and disadvantages, summarized as follows:

Option 1 – Proceed with Technical Study: If the County proceeds to conduct a technical study of CCE with a group of interested Contra Costa cities, the advantages are that County and the cities will receive additional information regarding projected CCE revenues and electricity rates under various renewable energy portfolio scenarios and a comparative analysis of the three CCE alternatives under consideration. The technical study would provide information about revenues that could be generated for new local programs and initiatives to promote energy efficiency and economic development through renewable energy generation projects. The technical study would inform decisions by the Board and city councils to either implement one of the three options studied, or to take no additional action. The disadvantages of conducting a technical study

are the time and expense associated with conducting the study.

The immediate next step in performing a technical study would be for the County to obtain electrical load data from PG&E on behalf of the County and the 16 cities that have authorized the County to do so. This would provide the County with detailed information regarding electrical usage within the covered jurisdictions, and would constitute the raw data necessary to conduct a technical study of potential CCE implementation within the County.

Based on prior Board direction, a technical study of CCE in Contra Costa County would evaluate three options: a program including only interested jurisdictions within Contra Costa County; a program that is a partnership with Alameda County and interested cities in the two-county region; and joining the existing CCE program originated in Marin County known as Marin Clean Energy, or MCE.

Such a technical study would be conducted by a qualified consultant selected through a competitive process. The technical study would evaluate electrical load data to determine the amount of electricity a CCE program would need to procure in order to serve electricity consumers in the participating communities, and would estimate the billing rates that a CCE program would need to charge electricity customers in order to pay for program operations.

The study would analyze how rates might vary under scenarios in which the CCE program offered customers different levels of electricity originating from renewable sources (for example, rates associated with 50% renewable or 100% renewable options). Electricity rates for these scenarios would be compared to products offered by the incumbent utility, PG&E (Attachment C). The technical study would also include a risk analysis of factors that could potentially interfere with successful operation of a CCE program within the County, such as risks associated with price volatility in energy markets and risks stemming from legal or regulatory changes. CCE technical studies performed in other Bay Area counties have included additional components, including analysis of the impact a CCE program might have on local renewable power generation and local job creation.

As stated in Table 1 above, roughly half of the cities in Contra Costa County have indicated some degree of willingness to contribute financially towards the cost of a technical study. Staff recommends that if the Board directs DCD to work with cities to finalize payment arrangement and initiate the technical study, the County and each participating city pay for a portion of the cost of the technical study similar to its proportion of the total population covered under the study.

If the Board directs staff to proceed with a technical study, staff would work with the cities to finalize the scope of the technical study, develop and issue a Request for Proposals (RFP), and select a consultant to perform the technical study. The County would then enter into a contract with the selected consultant. The results of the technical

study would be reported to the cities and the Board of Supervisors, and staff would seek further direction.

Option 2 – Join MCE: The advantages of the County proceeding to take steps now to join MCE are substantially lower start-up costs and a faster time to CCE program launch within the area served. The County would be able to leverage the considerable success MCE has achieved in creating a high-quality CCE program and would not need to go through the time and expense of recreating a similar program. A disadvantage of the County proceeding to join MCE without performing a technical study is that the County will not have access to information about the revenues projected to be generated from CCE electricity sales within the County and the potential to use such revenues to reduce consumer electricity rates, procure greater amounts of renewable energy, incentivize increased local renewable energy generation, or other purposes. If the County joins MCE, the revenues generated from electricity sales in Contra Costa County will be contolled by MCE's Board of Directors, who would represent jurisdictions covering portions or all of four counties, meaning that investments in initiatives such as additional renewable energy production would be spread over a larger area and controlled by a broader group of board members than a Contra Costa JPA . The County would also forego an opportunity to more thoroughly consider the tradeoffs between the three CCE alternatives the Board has previously expressed interest in evaluating through a technical study.

MCE is now comprised of 17 member jurisdictions. These include Marin County, all 11 cities in Marin County, the County of Napa, the City of Benecia, and the cities of Richmond, El Cerrito and San Pablo. MCE is presently accepting applications for new membership from jurisdiction within the four counties currently being served. MCE staff has indicated that all of the cities in Napa County are seeking membership during MCE's current inclusion period, which closes on March 31, 2016. Several additional cities in Contra Costa County are giving consideration to joining MCE as well, including Lafayette, Moraga, Oakley and Walnut Creek. If additional jurisdictions within the Counties of Contra Costa and Solano join MCE, the number of MCE's member jurisdictions could grow to 40 or more. MCE has weighted vote system that is 50% dependent on proportion of electrical load. Were Contra Costa Couty to join, it would likely have athe largest vote of any single member.

If the County directs staff to take steps necessary to join MCE, the technical steps involved would include the County sending a letter of interest to MCE and subsequently adopting an ordinance and entering into a joint powers agreement to join MCE. MCE staff has indicated that the County could submit a letter of interest to MCE after the current MCE inclusion period closes on March 31, 2016, and that cities could join the County in its request for membership. Opening a new inclusion period for the County and Contra Costa cities, and approval of the County's membership in MCE, would be subject to approval by MCE's Board of Directors.

County staff would work with MCE staff to complete other necessary technical and operational steps, and to conduct marketing activities within the unincorporated area as

part of MCE's program launch in the new service area. The Board of Supervisors would need to designate one of its members as the County's representative on the MCE Board of Directors.

Should the Board wish to further contemplate joining MCE in the near term, staff recommends the County consider several uncertainties, the outcome of which will likely have an impact on the County. These include:

- Policy and organizational changes MCE may make as it continues to evolve into a regional agency rather than one originally formed solely to serve Marin County, such as
  - Change of name from MCE to a new name reflecting regional identity
  - Rotate the location of MCE Board meetings and add an office in Contra Costa County
  - Change Board membership and voting structure as MCE membership grows
  - Limits on geography area served and related limits on membership
- Comparison between MCE and PG&E billing rates for Contra Costa customers
- Policies to promote economic development and renewable energy generation in Contra Costa County

MCE is aware that such issues may be of concern to the County and other jurisdictions considering membership in MCE. MCE is evaluating these issues, but decisions have not yet been made (see Attachment D for information from MCE concerning these and other issues).

<u>Option 3: Abbreviated Technical Study:</u> Instead of conducting a full technical study, an alternative the Board may wish to consider is to conduct an abbreviated technical study that would summarize recently released technical studies conducted by other Bay Area cities and counties and would analyze tradeoffs between CCE options; for example, forming a new JPA versus joining an existing CCE program, such as MCE. The advantages of this alternative are that the Board would receive additional information regarding projected electricity rates under varying renewable energy scenarios, risk analysis, and economic development and renewable generation opportunities for jurisdictions that are similar to the County. Another advantage of this alternative is that it could be done at a lower cost and in a shorter amount of time than a full technical study, which would involve obtaining load data from PG&E and performing a detailed analysis of that data. A disadvantage of this alternative is that the analysis would not be specific to the County electricity load data and therefore some of the findings may not be as precise or reliable as a full technical study. Also, if the eventual outcome is to form a new JPA, portions of a full technical study, including analysis of electrical load data specific to Contra Costa County, would need to be subsequently completed. This alternative has been identified by staff following the February 29, 2016 IOC meeting, and was not discussed at the IOC meeting.

Public Involvement

If the Board directs staff to proceed with one of the three CCE options described in this report, staff recommends that the County's activities include a public involvement component. The recommended public involvement activites for each of the three options are as follows:

Option 1: Full Technical Study

- Public workshops to obtain public input
- Focused outreach to key stakeholder groups
- Web-based educational materials
- Presentations at Mayors Conference, city councils and other venues

Option 2: Join MCE

- Coordinate with cities in Contra Costa County to provide information concerning MCE

Option 3: Abbreviated Technical Study

- Public workshop prior to consultant preparing study, and a second public workshop to review a draft of the study
- Additional public involvement actions could be considered upon completion of the abbreviated study

Staff is aware that some members of the public have expressed an interest in creating an Advisory Committee to advise the Board and city councils on this topic. Staff is not recommending the creation of an Advisory Committee due to the added cost and time this would involve, and because staff believes the steps described above will allow for effective public input concerning the development of a CCE program without the significant effort involved in recruiting for and selecting members. However, if a more structured involvement program is desired, staff could suggest approches for forming and structuring such a committee process.

Project Schedule and Budget

If the Board directs staff to proceed with a technical study of CCE (either a full study or an abbreviated one), this would represent the first phase of activity related to potential implementation of CCE within Contra Costa County. Following a technical study, additional steps would be required to launch a CCE program, should the Board decide to proceed with implementation.

An estimated schedule and budget for fully implementing CCE within the County is attached to this report (Attachment E). The time and expense associated with implementing CCE within the County would depend heavily on the outcome of the technical study and the resulting direction selected by the Board and participating cities.

The CCE option likely to require the greatest commitment of time and resources would be the option to form a new JPA comprised of the County and cities within Contra Costa County. Following the technical study, such an option would involve two additional phases of activity: JPA Formation and Program Launch. The activities associated with these additional project phases and the estimated time and expense to complete these activities are described in greater detail in Attachment D. Staff estimates the total time needed to implement the Contra Costa JPA option and begin providing electricity to customers would be in the range of two to three years and would cost approximately $2 million. These costs would likely be recovered if a new JPA becomes operational.

If the Board directs staff to proceeds with steps necessary to join MCE, either immediately or following a technical study, the cost and time associated with joining MCE are expected to be substantially less than creating a new JPA. The organizational start-up activities and costs associated with creating a new public agency would not be required.

However, a financial tradeoff associated with joining MCE is that jurisdictions in Contra Costa County would not have exclusive control over the revenues generated from a CCE program. If the County and several more cities in Contra Costa County decide the join MCE, Contra Costa jurisdictions would represent the majority of the population served by MCE. Therefore, Contra Costa jurisdictions would have a strong collective voice within MCE. Nevertheless, the majority of seats on the MCE Board of Directors would continue to be held be jurisdictions in Marin, Napa and Solano Counties.

Extrapolating from the experience of the existing CCE programs, CCE revenues generated from the sale of electricity within jurisdictions in Contra Costa County not currently in MCE would likely be in the hundreds of millions of dollars annually. Most of these revenues would be used to pay for energy procurement, with smaller portions used to pay for administrative costs, reserves, and local economic development and energy efficiency programs

CONSEQUENCE OF NEGATIVE ACTION:

If no action is taken, the County will not proceed with implementation of a Community Choice Energy program.

ATTACHMENTS

Attachment A: CAO Letter to Cities re CCE

Attachment B: City Responses to CAO Letter re CCE

Attachment C: PG&E's New Solar Choice Offering

Attachment D: Marin Clean Energy Documents

Attachment E: Option 1 Technical Study Schedule and Budget

PowerPoint Presentation

Agenda Date: 6-07-2016

Agenda Item: 3F

CITY OF CLAYTON
Founded 1857 . Incorporated 1964

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Brown, City Clerk

DATE: June 7, 2016

SUBJECT: REJECTION OF LIABILITY CLAIM FILED BY MIKE LAUGHLIN

RECOMMENDATION

Approve the denial of liability claim against the City filed by Mike Laughlin (MPA Claim No. GL-012111) for alleged damages reportedly occurring on May 2, 2016.

BACKGROUND

On May 12, 2016 the City received a liability claim filed by Mike Laughlin for alleged vehicular damages incurred on Clayton Road near Lydia Lane. The City is self insured for general liability purpose and the Municipal Pooling Authority of Northern California administers the self-insured program. On May 12, 2016 the liability claim was transmitted to the Municipal Pooling Authority for processing and investigation.

Liability adjustors for the Municipal Pooling Authority investigated the claim. Following its investigation the Municipal Pooling Authority has advised the City to deny the claim and issue a notice of rejection to the claimant.

FISCAL IMPACT

None.

Attachment: 1. Copy of Claim (5 pgs)

CLAIM RECEIVED TO THE CITY OF CLAYTON

*Please read the instructions on the back before completing.

Reserve for Filing Stamp

Received

MAY 12 2016

City of Clayton

cc:

City Claim #

1. Claimant's Name: (PLEASE PRINT) Mike Laughlin

Claimant's Address: 1810 YVONNE DR.

City, State, Zip: CONCORD, CA. 94521-

Day Phone: 925 286-2933 Eve Phone: (925-286-2933

2. When did the damage or injury occur?

Month: MAY Day: 2ND Year: 2016 Time: a.m. (p.m.) AFTERNOON

3. At which location did the damage or injury occur? Police Report #

CLAYTON RD. - Closest Cross st ~~[illegible]~~ LYDIA LANE

4. What happened and why is the City responsible?

a. See Attached.

Name and position of responsible City Employee(s), if known:

b.

5. What damage or injury occurred? My CARS OIL PAN CRACKED AFTER RUNNING OVER ~~[illegible]~~ BASE OF LIGHT POLE THAT WAS HIT BY DRIVER OF SUV. See ATTACHED

6. Claim amount (only if less than $10,000): $1,153.70

If the amount exceeds $10,000, please check (X) the court of appropriate jurisdiction:

_____ Municipal Court (claims up to $25,000) _____ Superior Court (claims over $25,000)

7. How did you arrive at the amount claimed? Please attach documentation.

RECEIVED ESTIMATE FROM Auto SHOP (See ATTACHED)

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on MAY 9th, 2016, at CONCORD, CA.

M. W. Laughlin

Signature of Claimant or Representative's Signature

9. Official Notices and Correspondence

If represented by an insurance company or an attorney, please provide the information requested below.

Name and Capacity: (PLEASE PRINT) _____

Address: _____

City, State, Zip: _____

Daytime Telephone: ( ) _____ Evening Phone: ( ) _____

oil pAN

To whom it may concern.

Going to my mothers house in Clayton May 2, 2016 mid afternoon traveling east bound on Clayton Rd. noticed ambulance and police on oppisite side of road attending to accident. (closest cross street Lydia lane) Appeared to me that suv hit metal light pole in middle median and knocked it down. Driving passed accident site felt somthing hit bottom of my car hard. Pulled to side of road to see what I hit looking back saw the metal base of light pole in the lane I just drove in. I looked under my car and couldn't see any obvious damage. The next morning I noticed oil leak on my garage floor. Took car to oil changer and they said that my oil pan had been hit and is cracked. Took car to B & N foreign auto for estiment to replace damaged oil pan. (see attached pictures) I feel city is responsible for the debrie from accident that was not cleared from east bound traffic. No flares or warning device regulating traffic going east bound on Clayton rd. were set up.

Sincerely

M. W. Lyller

925-286-2933

B & N FOREIGN CAR SERVICE BAR# AL202501
2147 N. BROADWAY EPA# CAL 000389430
Walnut Creek, CA. 94596
Phone: 925-464-7632 Fax: 925-464-7412

14017
Org. Est. # 014017

INVOICE

LAUGHLIN, MIKE
1810 YUONNE DR.
Concord, CA 94521

Print Date : 05/10/2016

2006 MINI - Cooper S
1.6L, In-Line4 (98CI) VIN(3), 6 speed Standard GS6 BG, 4-\
Lic # : 6FSA600 - CA
Odometer In : 95,491
Odometer Out :

Cust ID : 3223

VIN # : WMWRE9357 **6YB72282**

Part Description / Number	Qty	Sale	Ext
OIL FILTER 11 42 7 512 300	1.00	10.63	10.63
ENG. OIL LM 2038	5.10	7.62	38.86
Oil Drain Plug 11 13 7 513 050	1.00	6.32	6.32
Oil Filter Kit 11 42 7 512 446	1.00	11.33	11.33
Oil Pan 11 13 7 513 061	1.00	477.18	477.18
Oil Pan Gasket 11 13 1 487 221	1.00	37.96	37.96
BREAK CLEANER BRK. CLEANER	1.00	5.00	5.00

Labor Description	Hours	Extended
OIL PAN & GASKET - Remove & Replace	4.10	512.50
Hazardous Materials		4.00

[Technicians : VINCE,]

Org. Estimate **$ 1,153.70** Revisions **$ 0.00** Current Estimate **$ 1,153.70** Additional Cost Revised Estimate

Labor:	**512.50**
Parts:	**587.28**
Sub:	**1,099.78**
Tax:	**49.92**
HazMat:	**4.00**
Total:	**$1,153.70**
Bal Due:	**$1,153.70**

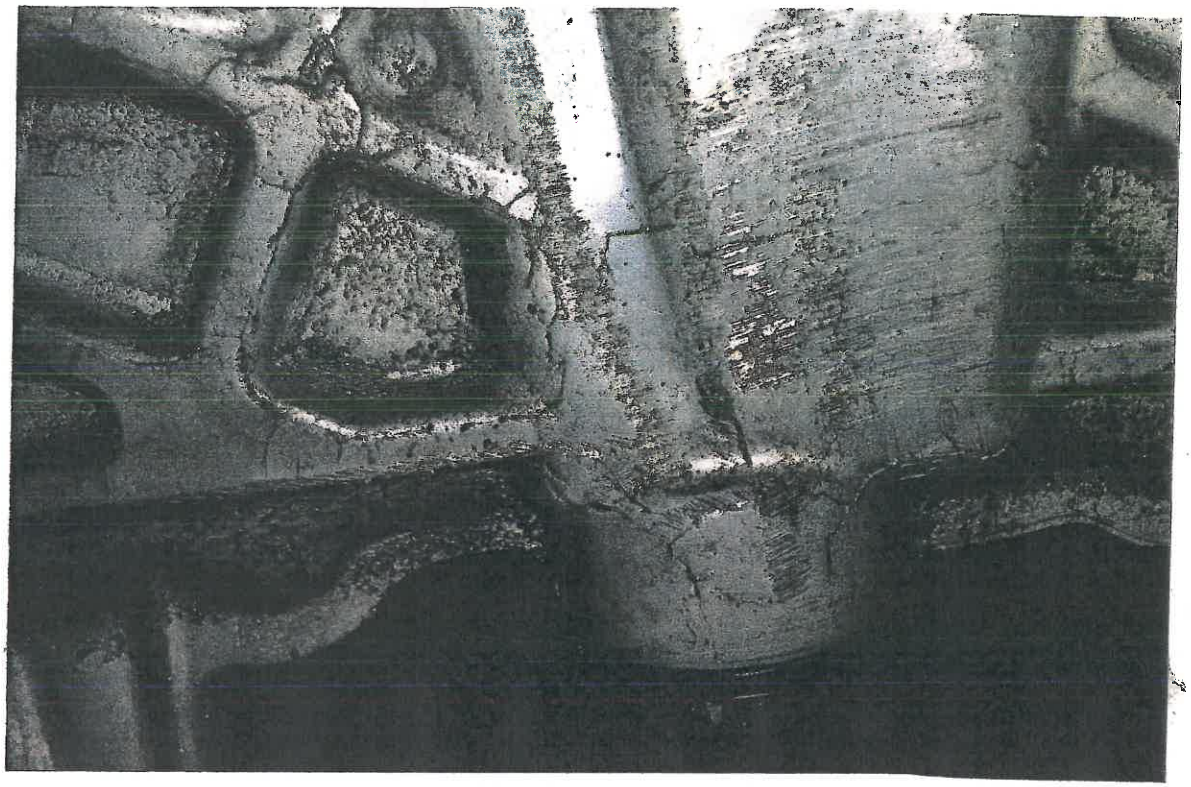
[Payments -]

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. SMOG: I understand that I can have emission service and/or adjustments done elsewhere. I hereby waive this right.
TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within____days of the date shown above if I choose not to authorize the service recommended. All Parts removed will be discarded unless instructed otherwise: Save all Parts____. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature..... Date..... Time.....

Written By: VINCE

Copyright (c) 2016 Mitchell Repair Information Company, LLC InvStkPaperHrs 4.13.15



MIKE LAUGHLIN
1810 YVONNE DR.
CONCORD, CA. 94521-2337

2006 MINI S JCW GP.
VIN# WMWRE93576YB72282

Lic# 6FSA600

Mile. 95491

Agenda Date: 6-07-2016

Agenda Item: 3g

CITY OF CLAYTON

Founded 1857 . . Incorporated 1964

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Laura Hoffmeister, Assist. to the City Manager

DATE: June 7, 2016

SUBJECT: **Authorization of Amendment No. 1 to the Master Use Agreement with Clayton Business and Community Association (CBCA) for community downtown special events.**

RECOMMENDATION

Authorize the City Manager to execute Amendment No. 1 to the Master Use Agreement with Clayton Business and Community Association (CBCA) to incorporate the addition of a CBCA sponsored Rib Cook-Off event in August of each year.

BACKGROUND

For many years the CBCA has held special downtown Community Events, originally the Art and Wine Festival, Tree Lighting and Oktoberfest. In 2008 the City Council authorized the execution of a Master Use Agreement for such events, which provides a comprehensive and streamlined permit process and grants a waiver of the normally –charged City permit fees. The Master Agreement also requires payment by CBCA for City direct event support costs, identifies CBCA insurance requirements and other event information needed by CBCA and timelines for their submittal and staff review. Additionally the Agreement does not require the payment of the established rental and use fees of The Grove Park, however it requires payment of deposit and any damage payments should they occur.

DISCUSSION

There are no substantive changes requested or proposed to the Agreement except to add into the document the annual Rib Cook-Off event. Staff and CBCA are requesting the City Council authorize the City Manager to execute Amendment No. 1, which adds Rib Cook-Off as an authorized event to the terms and conditions of the Agreement to the document. Time is of the essence to allow both parties to move forward for the event planning and processing as this year's Rib Cook-Off is scheduled for Saturday August 6th.

FISCAL IMPACT

All City direct costs for event support will be covered. There would be revenues associated with the City Temporary Use Permit and Noise Permit Fees, street use fee, and The Grove Park rental and use fees that will not now be realized. This is consistent with the other CBCA downtown community events currently covered by this agreement. The City Alcohol Permit fee in an amount of $50 would still be paid.

Attachments:
Proposed Amendment No. 1
CBCA request to add Rib Cook Off to event Master Agreement
Rib Cook Off information
Master Use Agreement for downtown community events with CBCA

Laura/cbca master ag amend ccr.doc

Amendment No. 1 – June 7, 2016

to the
Master Use Agreement with CBCA
May 1, 2008

The Master Use Agreement dated May 1, 2008 shall be and is hereby amended to include the CBCA sponsored Rib Cook Off as an annual event. All other terms remaining unchanged.

City of Clayton

By: _____

Gary A. Napper,
City Manager

Date: _____

Clayton Business and Community Association (CBCA)

By: _____

Robert Steiner,
President, CBCA

Date:_____

Laura Hoffmeister

From: Robert <rws32@earthlink.net>
Sent: Friday, June 03, 2016 1:11 PM
To: lhoffmeister@ci.clayton.ca.us
Subject: Master Use Agreement

Laura:
CBCA requests an amendment to the Master Use Agreement for Events between the City and CBCA for downtown community events. This Agreement currently covers Art and Wine, Oktoberfest and Tree Lighting. We respectfully request to add the Rib Cook-Off as a new CBCA annual community event held in downtown Clayton in August. Our first scheduled event is a one-day event on August 6th, 2016 In the future, we may expand the event to a two-day event depending on circumstances. We would be using Main Street and nearby properties similar to that utilized for the Art and Wine event. The event would be open to the public, and we would be helping to promote Clayton and the downtown by drawing attendees not only from Clayton but other areas as well.

Robert Steiner,
President, CBCA

Steiner & Associates
Management Consultants
4701 Morgan Territory Road
Clayton, CA. 94517
Direct- 925-672-5854 Cell- 925-787-1153
Website: www.rwsteinerconsulting.com
Confidentiality Notice: The information contained in this message is legally privileged and confidential in nature. It is intended for the sole use of the individual addressee. You are hereby notified that any release, dissemination, or copying of this communication, without the express consent of the originator of this document, is prohibited.

2016 Clayton Rib Cook-off:
Event Description

Setup Dates & Times:

- Friday, August 5, 2016 at 12 noon: ticket, vendor and competitor booth setups on private properties.
    - No streets or sidewalks blocked.
- Saturday, August 6, 2016 at 5am: street closures, vendor and competitor arrival, finish setup.

Event Dates & Times:

- Saturday, August 6, 2016 from 10am - 6pm

Alcohol Ticket Sales Hours
SAT: 10am - 5:00pm

Alcohol Beverage Pour Hours
SAT: 10:00am - 5:30pm

NO ALCOHOL Beverages on the Premises
SAT: After 7:pm

Location:

- Downtown Clayton, using Main Street, Oak Street, Diablo Street, Morris Street, and Marsh Creek Road and adjoining properties.

Activities:

- Barbeque, with barbeque vendors and sponsors, beer and margarita booths, two food courts with food vendors, live bands, and a Kiddie Land with children's rides and games.

Staffing:

- Volunteers from the Clayton and surrounding Concord communities will run the event.
- Security will be provided by a private security company.
- Police and maintenance provided by the City of Clayton with costs covered by CBCA.

Street Closures:

- Portions of Main, Oak, Diablo, Morris Streets and Old Marsh Creek Road.
- Streets will be closed starting at 5:00 am on Saturday, August 6, 2016.
- Streets will be reopened upon City of Clayton Police authorization at the end of the event teardown, approximately 7:00 pm on Saturday, August 6, 2016.

2016 Clayton Rib Cook-off: Event Description

Parking Lot Closures:

- City Parking lot on Main Street (located between the Clayton Community Church and the Clayton Historical Museum) will be closed Saturday, August 6, 2016 starting at 2:00 am and will reopen at the end of the event teardown (approximately 7pm on Saturday, August 6, 2016).

Attendance:

- Approximately 1,000 - 2,000 total attendees are expected over the one-day event.

Temporary Structures & Facilities:

- Tents for ticket sales and beer/margarita dispensing, booths for barbeque themed equipment sales, booths/trailers for food sales, tables for eating in the food court area, a stage plus seating for a live band, rides and gaming booths in Kiddie Land, temporary toilets and wash sinks, dumpsters, grease holding tanks, ice machines, ATM machine, first aid station, and a police command post.
- See Event Map for locations.

Parking:

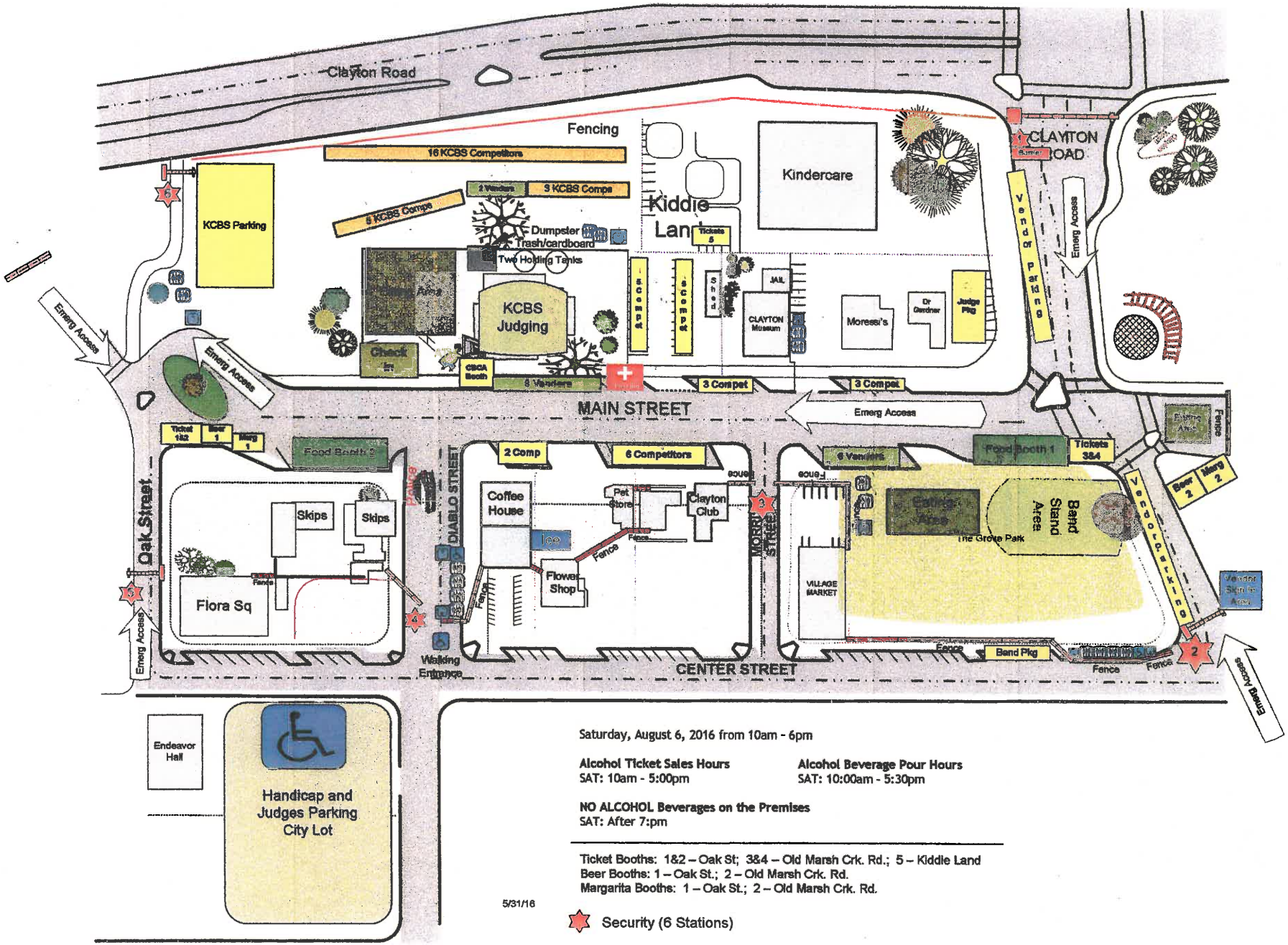
- Handicap parking provided in the Endeavor Hall public parking lot, competitor parking on-site off Main Street on City property, judges parking will be at Endeavor Hall lot and Dr. Gardner's lot, vendor and sponsor parking on Old Marsh Creek Road, and overflow parking for vendors and general public parking at the Community Library, the old Firehouse at Clayton Road and Mitchell Canyon, and the Oakhurst Country Club *Park and Ride* lot on Clayton Road and Peacock Creek.
- See Parking Plan for more details.

Signage:

- Event signage will be provided on Clayton Road, Oak, Diablo and Morris Streets, Marsh Creek Road and parking lot areas.
- Signage includes event parking, booth and facility locations, and ABC compliance rules.
- The CBCA will place all event signs, including ABC Compliant Signage and Event Parking and Event parking directional signage.
- The City of Clayton will place on Thursday "No Parking after 2:00 am Saturday, August 6th" signs at Endeavor Hall parking lot and Main Street and Kinder Care parking lots; and on Main Street, Diablo and Morris Streets, "No Parking after 2:00 am Saturday, August 6th" as outlined above in the section "Street Closures" and "Parking Lot Closures."

Fencing & Barriers, if required:

- Fencing will be used to limit access to the event areas at Oak and Main Street, and from the rear corner of the Bocce Ball courts to Diablo Street, Diablo Street, Main Street from Cup O' Joes (coffee house) to TLC, from TLC to Clayton Club, and on Morris/Main Street along the Main Street frontage and Grove Park side of Village Market, Diablo, and Oak Streets; Clayton Road from Oak Street to Kindercare and along The Grove Park on Center Street from the corner of Center Street Deli building to Old Marsh Creek Road, as well as at the foot bridge in the Corral.
- Barriers will also be used to close sections of Old Marsh Creek Road.
- See Event Map for exact locations.



Saturday, August 6, 2016 from 10am - 6pm

Alcohol Ticket Sales Hours
SAT: 10am - 5:00pm

Alcohol Beverage Pour Hours
SAT: 10:00am - 5:30pm

NO ALCOHOL Beverages on the Premises
SAT: After 7:pm

Ticket Booths: 1&2 – Oak St; 3&4 – Old Marsh Crk. Rd.; 5 – Kiddle Land
Beer Booths: 1 – Oak St.; 2 – Old Marsh Crk. Rd.
Margarita Booths: 1 – Oak St.; 2 – Old Marsh Crk. Rd.

5/31/16

Security (6 Stations)

Approved
MAY 1 2008
CITY OF CLAYTON

CITY OF CLAYTON

MASTER USE AGREEMENT WITH CBCA

This Master Use Agreement between the City of Clayton ("City") and the Clayton Business and Community Association ("CBCA") is entered into on May 1, 2008.

RECITALS

WHEREAS, for many years, the CBCA has held special downtown community events including the Art & Wine Festival, Tree Lighting, and the Oktoberfest; and

WHEREAS, under current City procedure, CBCA must separately apply for City Permits, seek waiver of City fees and costs and apply for grants from the City for each event; and

WHEREAS, this process is burdensome and time consuming for City staff as well as CBCA; and

WHEREAS, City staff and CBCA have jointly worked on a process by which a single Master Use Agreement for all of these special events may be entered into and City staff presented this proposal to the City Council at its meeting on March 18, 2008; and

WHEREAS, City Council endorsed the concept and approved the deal points for such an Agreement at its March 18, 2008 meeting for incorporation into a Master Use Agreement and authorized the City Manager to sign the Agreement on behalf of the City following review and approval by the City Attorney; and

WHEREAS, this Agreement has been drafted as authorized by the City Council for execution by the City Manager.

NOW THEREFORE, the City of Clayton and the Clayton Business and Community Association hereby enter into this Master Use Agreement the terms of which are set forth below:

TERMS

1. Parties: Effective on the above date, the City and CBCA mutually agree and promise as set forth herein.

2. Scope: Scope of the Agreement is as described in Exhibit A, attached

hereto and made a part hereof by this reference.

3. Insurance: CBCA shall, at no cost to the City obtain and maintain for each enumerated event all insurance as set forth in Exhibit "A".

4. Status: The CBCA and all persons performing services on behalf of CBCA are independent contractors and are not and shall not be considered employees of the City of Clayton.

5. Termination By The City: At its option, either party shall have the right to terminate this Agreement at any time by giving sixty (60) days written notice to the other.

6. Breach: In the event that the CBCA fails to perform as required by in this Agreement or otherwise breaches this Agreement, the City shall have the right to pursue all remedies provided by law or equity. Any dispute relating to the performance of this Agreement shall not be subject to non-judicial arbitration.

7. Compliance with Laws: In performing this Agreement, the CBCA shall comply with all applicable laws, statutes, ordinances, rules and regulations, whether federal, state or local in origin.

8. Assignment: This Agreement shall not be assignable or transferable in whole or in part by either party, whether voluntarily, by operation of law or otherwise; provided, however that the CBCA shall have the right to sub-contract that portion of the services for which the CBCA does not have the facilities to perform so long as the CBCA notifies the City of such sub-contracting in conjunction with the submission of the Event Application described in Exhibit "A". Any other purported assignment, transfer or sub-contracting is prohibited.

9. Indemnification: CBCA shall defend, indemnify, save and hold harmless the City and its agents, officers and employees from any and all claims, litigation costs and liability for any damages, injury or death (herein collectively "City Expenses") arising directly or indirectly from or connected with the enumerated events, due to or claimed or alleged to be due to negligent or wrongful acts, errors or omissions or other legal responsibility of CBCA or any person under its control, save and except claims or litigation costs and liability arising through the sole negligence or sole willful misconduct of the City. All City Expenses shall be paid by the CBCA as they are incurred.

10. Heirs, Successor and Assigns: Except as provided otherwise in Section 8 above, this Agreement shall insure to the benefit of and bind the heirs, successors, executors, personal representatives and assigns of the parties.

11. The parties acknowledge that each has participated in the drafting of this Agreement and that any presumption that the terms of the Agreement shall be construed against the drafter shall be inapplicable.

12. In the event of any inconsistency between this Agreement and its Exhibit "A", the terms of this Agreement shall control.

CITY OF CLAYTON

By: _____
Gary A. Napper,
City Manager

CLAYTON BUSINESS and
COMMUNITY ASSOCIATION

By: _____
Mike Fossan,
President, CBCA

CITY OF CLAYTON
MAY 1 2008
Approved

CITY OF CLAYTON AND CBCA KEY TERMS

The Master Use Agreement covers the following events:
Art & Wine, Oktoberfest, and Tree Lighting.

(note: Concerts in the Grove is not included as the City is the lead with CBCA as so-sponsor and CBCA may provide financial contribution to the City as approved by the CBCA for the Concerts in the Grove)

General Event Terms

City application and permit fees:

- Temporary Use Permit Fee $75.00..... Fee waived
- City Street Use Fee $100.00..... Fee waived
- Noise Permit Fee $85.00..... Fee waived
- Clean Up Deposit ($500)..... Fee waived
  CBCA will give the City a $5,000 rolling deposit towards all damage and clean up for all events. Refer to "additional terms for use of The Grove ..." below.
  CBCA agrees it will fully pay for actual costs of damage and clean up even if expenses exceed the Clean Up Deposit amount.
- CBCA to submit one Permit Application to include all CBCA events for the year.
- City Alcohol Permit Fee $50.00 (to be paid by CBCA). Submit at least 30 days prior to event date.
- CBCA to submit copy of the State event alcohol sales permit to the City at least 3 business days prior to the event date.
- CBCA to pay 50% (e.g. $3,000) of all City direct support costs (typically estimated at $6,000) at least one week prior to the event date. The City shall invoice for remaining amount due with CBCA's payment to be provided apx. 30 days after receipt of City invoice.

Additional terms for use of The Grove are as follows:

- City waives all fees per Council Resolution No, 47-2007 for The Grove usage to include; Park Usage Rental Fee ($1200/day), Special Park Use Permit Fee ($250), Park Sound System Damage Deposit ($1000/day). These Fees are waived for the following events:
  - Art & Wine
  - Oktoberfest
  - Tree Lighting

- CBCA shall pay for City Sound Technician (est. $21/hour based upon 5 hours per day); or, CBCA may use another trained sound technician if pre-approved by the City.

- Some booths may be allowed in the park with City Manager approval for vendor sales. Booths for alcohol, food and glassware product sales are prohibited. If CBCA chooses to have the City consider vendor booths in the park, the CBCA shall provide map layout of the park with booth locations and booth type to the City as part of the event layout information at least 30 days prior to the event for City Manager approval. (Staff will consider foot traffic and other potential damage/maintenance impacts and ADA access in its consideration).

Insurance Information

- City will prepare and have a property condition disclaimer and hold harmless declarations to the CBCA committee at least one month prior event date. CBCA must sign and return to the City not later than one week prior to the event date.

- CBCA shall provide insurance certificate(s) and actual policy endorsement(s) listing the City of Clayton as an additional insured for the event and covering all public properties that will be used; insurance shall include liquor liability coverage. Insurance documentation shall be provided to the City one week prior the event date. CBCA must provide a least $5 million liability coverage if alcohol is served and at least $2 million liability coverage if no alcohol is served. Future coverage limits as approved by City Manager.

- CBCA shall provide appropriate insurance documents acceptable to City from any carnival, kiddieland operator (for any inflatables) and other third party contractors to include documentation of CBCA having coverage and naming the City as an additional insured and endorsement to the policy. These documents shall be provided to the City one week prior to the event date.

Application Event Information

Applications submitted by CBCA shall include the following event information:

- Layout map showing where the following items are to be located to enhance public safety review and information at least three weeks prior to the event:
  - Proposed street closures
  - All activity and alcohol areas (beer garden tent/stage; children's entertainer; carnival/kiddieland; beer/wine/schnapps booths; vendor area locations; etc.) – such as:
    - Main Street – for festivals and booths.
    - Old Marsh Creek Road – from Clayton Road to Center Streets – for festival and booths.
    - High Street – from Center Street to Oak Street – for parking.
    - Vacant Lot adjacent to Endeavor Hall (on High Street) for parking.
    - Oak/Center Street vacant lot – for parking.
    - Vacant property off old Marsh Creek Road – adjacent to Samuel Court – for parking.
    - Property – for parking.
    - Endeavor Hall parking lot – for parking.
    - Main Street Parking lot – for Food Court.
  - First Aid Booth
  - Information Booth
  - Carnival or Kiddieland entry/exit locations
  - Portable toilet locations
  - Vendor parking areas
  - Public parking areas
  - Shuttle route (if being used) – public service does not need insurance; private service needs insurance for CBCA and City.

- Specify event dates, the activity associated with those dates, and hours of event operation, hours of street closure, etc.

- Provide a master letter from all private property owners documenting permission to use their property and have signed and filed with the City. City agrees use of private property for these designated CBCA Master Use Agreement Events does not count toward a private property owner's allowable three (3) Temporary Use Permits (TUPs) for special activities/events per any 12 month period.

- Event Parking Plan pursuant to City guidelines (layout, map, narrative) shall be submitted to the Clayton Police Department at least two weeks prior to the event date – plan shall include any shuttle system that might be used.

Miscellaneous Terms:

- After receipt of completed Noise Permit and Master Temporary Use Permit, the City will provide, as it determines is necessary, advanced written notice of the activity and street closures to the appropriate parties (property owners within 300 feet and downtown business owners). Notice of the Noise Permit will be approximately 25 days prior to the event date.

- CBCA is responsible to ensure that street and surrounding areas used by the event are kept clean during the event and cleaned after event. All areas shall be returned to pre-event conditions. Security deposit forfeited or other charges may result if not completed.

- As required by State law, CBCA shall ensure that recycling is a part of the event operations and shall provide written documentation to the City by Allied Waste Services of the event recycling achieved. This report shall be submitted within 30 days of the event end date. Cleanup security deposit shall not be refunded until this document has been provided to the City by the CBCA (via Allied Waste Services).

- City of Clayton may be noted on advertising materials / banners etc.

- In order to reduce City support costs, CBCA may use its own volunteers and vehicles to prepare no parking signage on barricades; pre deploy and remove event barricades and cones needed for the no parking and street closures all in accord with the City Maintenance staff requirements. Applicant must advise the City at least two weeks prior to the event date as to how it will address this. Due to staff scheduling no changes can be made for the barricade/cones set out/pick up after this date.

- CBCA's retention and use of hired security is acceptable as supplemental event security and for night vendor booth security. The CBCA shall arrange and timely inform the City as to the private security to be used during the event. Use of private security is not for the purpose of substitution of sworn law enforcement as directed by the Police Chief and the police operations plan.
  Each private security company shall have a valid City business license.

JAKE BERGER

for

"Doing the Right Thing"

at

Mt. Diablo Elementary School

by exemplifying great "Integrity"

March and April 2016

Agenda Date: 6-07-2016

Agenda Item: 4a

KATERINA PAVLOVICH

for

"Doing the Right Thing"

at

Mt. Diablo Elementary School

by exemplifying great "Integrity"

March and April 2016

JOHN PARKER

for

"Doing the Right Thing"

at

Diablo View Middle School

by exemplifying great "Integrity"

March and April 2016

JESSE REYES

for

"Doing the Right Thing"

at

Diablo View Middle School

by exemplifying great "Integrity"

March and April 2016

HOSNA OPEYANY

for

"Doing the Right Thing"

at

Clayton Valley Charter High School

by exemplifying great "Integrity"

March and April 2016

BENJAMIN SCHOFFSTALL

for

"Doing the Right Thing"

at

Clayton Valley Charter High School

by exemplifying great "Integrity"

March and April 2016

LEILANI BARNES

for

"Doing the Right Thing"

at

Mt. Diablo Elementary School

by exemplifying great "Courage"

May, June and July 2016

Agenda Date: 6-07-2016

Agenda Item: 4b

SOFIA CARMICHAEL

for

"Doing the Right Thing"

at

Mt. Diablo Elementary School

by exemplifying great "Courage"

May, June and July 2016

ELAURA WAKEFIELD

for

"Doing the Right Thing"

at

Mt. Diablo Elementary School

by exemplifying great "Courage"

May, June and July 2016

ALISON EWING

for

"Doing the Right Thing"

at

Diablo View Middle School

by exemplifying great "Courage"

May, June and July 2016

GUNNER OAKLEY

for

"Doing the Right Thing"

at

Diablo View Middle School

by exemplifying great "Courage"

May, June and July 2016

DESTINY RINEHART

for

"Doing the Right Thing"

at

Clayton Valley Charter High School

by exemplifying great "Courage"

May, June and July 2016

SHABNUM SALEH

for

"Doing the Right Thing"

at

Clayton Valley Charter High School

by exemplifying great "Courage"

May, June and July 2016

MIYA ADOLPHSON

Clayton Valley Charter High School
for
her design and development
of
Clayton Police Officer
"baseball trading cards"
for use in the Department's
Community Policing Program

Agenda Date: 6-07-2016

Agenda Item: 4c

SARAH LOUIS

Clayton Valley Charter High School

for

her design and development

of

Clayton Police Officer

"baseball trading cards"

for use in the Department's

Community Policing Program

EVAN HUGHES

Clayton Valley Charter High School

for

his design and development

of

Clayton Police Officer

"baseball trading cards"

for use in the Department's

Community Policing Program

CITY OF CLAYTON
Founded 1857 . . Incorporated 1964

Agenda Date: 6-07-2016

Agenda Item: 8a

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MINDY GENTRY, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JUNE 7, 2016

SUBJECT: SECOND READING AND ADOPTION OF AN ORDINANCE EXTENDING THE TOWN CENTER PARKING WAIVER (ZOA-02-16)

RECOMMENDATION

Following the opportunity for public comment, it is recommended the City Council approve:

1) Motion to have a second reading of the ordinance by title and number only by the City Clerk and waive further reading; and, on conclusion of the City Clerk's reading:

2) Motion to adopt Ordinance No. 462 to amend Section 17.37.030.C of the Clayton Municipal Code for the purpose of extending the parking waiver provision for the Town Center area from June 30, 2016 to June 30, 2019 with findings that its adoption will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines. (**Attachment 1**).

BACKGROUND

On May 17, 2016, the City Council introduced the subject ordinance, which is proposed to amend Section 17.37.030.C of the Clayton Municipal Code for the purpose of extending the parking waiver provision for the Town Center area from June 30, 2016 to June 30, 2019 (**Attachment 2**). Only minor changes were made to the ordinance at the request of staff in order to clarify the proposed amendment.

ENVIRONMENTAL

The adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

None.

ATTACHMENTS

1. Ordinance No. 462 - City of Clayton Parking Waiver Extension [3 pp.]
2. Excerpt of the Staff Report and the Minutes from the May 17, 2016 City Council [4 pp.]

ATTACHMENT 1

ORDINANCE NO. 462

AN ORDINANCE
AMENDING SECTION 17.37.030.C (WAIVER PERIOD) OF THE CLAYTON MUNICIPAL CODE FOR THE PURPOSE OF EXTENDING FROM JUNE 30, 2016 THROUGH JUNE 30, 2019 THE PARKING WAIVER PROVISION IN THE TOWN CENTER AREA
(ZOA-02-16)

THE CITY COUNCIL
City of Clayton, California

THE CITY COUNCIL OF THE CITY OF CLAYTON FINDS AS FOLLOWS:

WHEREAS, Ordinance No. 408 was adopted by the Clayton City Council on June 26, 2007, which provided a waiver period to allow specified reductions for on-site parking for development projects satisfying certain stated criteria as an incentive for development and redevelopment to occur in Clayton's Town Center area; and

WHEREAS, the initial waiver period contained within Ordinance No. 408 and reflected in 17.37.030.C of the Clayton Municipal Code expired on June 10, 2010 and then was amended again by Ordinance No. 428 and expired on June 30, 2013; and

WHEREAS, an additional third waiver period contained within Ordinance No. 446 and reflected in 17.37.030.C of the Clayton Municipal Code expires on June 30, 2016; and

WHEREAS, because only limited development has occurred in the Town Center area since the adoption of Ordinances No. 408, 428, and 446 and continuing to provide incentive to encourage general development and redevelopment in the Town Center area to projects which conform with the Clayton Town Center Specific Plan remains desirable; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, the City Council received the recommendation of the Planning Commission, the related staff report and other documents, and public testimony concerning the amendment, and determined that the amendment would be in conformance with the General Plan; determined that the public necessity, convenience, and general welfare would require adoption of the amendment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAYTON DOES ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are hereby incorporated into this Ordinance.

SECTION 2. The first paragraph of Section 17.37.030.C of the Municipal Code is amended to read in its entirety as follows:

"C. Waiver Period. In order to encourage development of retail, restaurant, office, and personal service uses in the Town Center before June 30, 2019, a waiver period extending through June 30, 2019 is established during which the number of off-street parking and loading spaces required for projects meeting all of the criteria listed in subsections 1-4 below is reduced in accordance with Schedule 17.37.030.D."

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court competent jurisdiction, such invalidity shall not affect other provisions or clauses of this Ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

SECTION 4. Conflicting Ordinances Repealed. Any ordinance or part thereof, or regulations in conflict with the provisions of this Ordinance, are hereby repealed. The provisions of this Ordinance shall control with regard to any provision of the Clayton Municipal Code that may be inconsistent with the provisions of this Ordinance.

SECTION 5. Effective Date and Publication. This Ordinance shall become effective thirty (30) days from and after its passage. Within fifteen (15) days after the passage of the Ordinance, the City Clerk shall cause it to be posted in three (3) public places heretofore designated by resolution by the City Council for the posting of ordinances and public notices. Further, the City Clerk is directed to cause Section 1 of this Ordinance to be entered into the City of Clayton Municipal Code.

SECTION 6. CEQA. The adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

The foregoing Ordinance was introduced at a regular public meeting of the City Council of the City of Clayton, California held on May 17, 2016.

Passed, adopted, and ordered posted by the City Council of the City of Clayton, California at a regular public meeting thereof held on June 7, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON

Howard Geller, Mayor

ATTEST

Janet Brown, City Clerk

APPROVED AS TO FORM

Malathy Subramanian, City Attorney

APPROVED BY ADMINISTRATION

Gary A. Napper, City Manager

I hereby certify that the foregoing Ordinance No. 462 was duly introduced at a regular public meeting of the City Council of the City of Clayton, California held on May 17, 2016 and was duly adopted, passed, and ordered posted at a regular public meeting of the City Council held on June 7, 2016.

Janet Brown, City Clerk

Agenda Item: 10A

CITY OF CLAYTON
Founded 1857 .. Incorporated 1964

Approved
Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: MINDY GENTRY, COMMUNITY DEVELOPMENT DIRECTOR

DATE: MAY 17, 2016

SUBJECT: AN ORDINANCE EXTENDING THE TOWN CENTER PARKING WAIVER (ZOA-02-16)

RECOMMENDATIONS

It is recommended the City Council:

1. Adopt a motion to have the City Clerk read the Ordinance No. 462 by title and number only and waive further reading; and

2. Following the City Clerk's reading, by motion approve Ordinance No. 462 for Introduction (**Attachment 1**).

BACKGROUND

On April 26, 2016, the Planning Commission conducted a noticed public hearing and considered the subject ordinance. Following questions and a discussion, the Planning Commission passed a resolution recommending the City Council adopt an ordinance to extend the Town Center area parking waiver for an additional three years, until June 30, 2019 (**Attachment 2**).

In 2007, the City of Clayton amended Chapter 17.37, the City's Off-Street Parking and Loading Regulations, along with other changes, to reduce the on-site parking requirements for specified land uses in the City's Town Center. The waiver provisions are covered in the Clayton Municipal Code Section 17.37.030.C and Schedule 17.37.030.D (**Attachment 3**).

The purpose of offering the waiver of required on-site parking was to provide incentive t develop certain land uses and promote overall development activity in the Town Cente. area. The adopted parking waiver provisions primarily promote retail and restaurant land uses, though some parking reductions are also allowed for office and personal services uses. The basis for the recommended changes were born out of the Town Center Parking Study developed in May 2006.

The original amendment to Chapter 17.37, which was passed by the City Council on June 26, 2007, provided a waiver period to June 30, 2010. Since that time, the Planning Commission considered, and the City Council approved on two separate occasions July 20, 2010 and May 21, 2013, extensions of the parking waiver allowances until June 30, 2013 and June 30, 2016 respectively. Since the adoption of the original ordinance in 2007, two entitled projects have taken advantage of the parking waiver: 1) the Creekside Terrace project with a waiver of seven parking spaces; and 2) the Skipolini Family Bocce Ball Courts with a waiver of 20 parking spaces. That brings the total number of approved parking spaces waived to 27.

ENVIRONMENTAL

The adoption of the Ordinance will not result in a significant adverse environmental impact as the general environmental setting and anticipated impacts have not changed nor is there new information that would alter the findings of the January 17, 2007 City Council adoption of the Town Center and Vicinity Planning Amendments Initial Environmental Study/Negative Declaration (ENV-01-06) prepared in accordance with Section 15070 et seq. of the California Environmental Quality Act (CEQA) Guidelines.

DISCUSSION

The purpose of the City offering the parking waiver and associated provisions in 2007 was primarily to encourage and provide incentive to potential development for retail and restaurant uses in the Town Center. This action supported Town Center Specific Plan policy to "Maintain and enhance retail and restaurant uses in the Town Center in order to sustain similar uses in the Town Center..." (Goal II, Page 9) as well as Town Center Policy I.5 to "Encourage developers to seize incentives provided in the General Plan for increased structural coverage of smaller parcels in the Town Center." Increasing structural coverage of smaller parcels is greatly enhanced when parking waiver provisions are provided. The purpose at the time was also to "jump start" commercial development in the Town Center area and assist in generating the "critical mass" needed to establish the Town Center as a competitive commercial location.

When the City Council originally approved the parking waiver provisions, as suggested in the 2006 Parking Study, the parking waiver was intended to be in effect for three years or until a pre-determined on-street and off-street parking threshold was reached. The City Council set the threshold for reconsideration of the parking waiver provisions when 200 parking spaces that normally would have been required with development had been

waived (Section 17.37.030.D). The purpose of this provision was to ensure that existing conditions in the Town Center area were not compromised with respect to the availability of public parking, patterns of utilization, and parking needs of future commercial. To date, only 27 parking spaces have been waived for the Creekside Terrace Mixed Use Project and the Skipolini Family Bocce Ball Courts. The Community Development Director is responsible for monitoring this threshold and reporting back to the Planning Commission. The Planning Commission, in turn, is responsible for reviewing the Director's report and making a recommendation to the City Council. No written reports to date have been provided to the Planning Commission given the low level of development activity which have resulted in a limited number of parking waivers (27 or 13.5%) being applied toward the 200 parking space threshold.

The potential development and generation of the "critical mass" was dealt a significant setback with the onset of the Great Recession. Based on recent developer inquires for Town Center properties, a turnaround could possibly be on the horizon. Developer interest is supported by rising land and real estate values in the area, according to the developers who have made inquiries. Staff believes that the same reasons exist in 2016 that did in 2007 to incentivize potential commercial development in the Town Center. Approval of the parking waiver would show continued effort and support as well as the provision of an impetus to precipitate and propel future commercial development in the Town Center area.

FISCAL IMPACT

None.

ATTACHMENTS

1. Ordinance No. 462 [3 pp.]
2. Excerpt of the Minutes from the April 26, 2016 Planning Commission Meeting [1 pp.]
3. Excerpt from Clayton Municipal Code on Parking [3 pp.]

7. **PUBLIC HEARINGS**

(a) Consider the Introduction and First Reading of a proposed City-initiated Ordinance No. 462 extending the existing time extension waiver of certain on-site parking relief in Clayton Town Center area for an additional three years through June 30, 2019.

Community Development Director Mindy Gentry presented the staff report noting the parking waiver was established in 2007 with three year extensions granted in 2010 and 2013. Since its adoption, two entitled projects have taken advantage of the parking waiver; Creekside Terrace project with a waiver of seven parking spaces and the Skipolini Family Bocce Ball Courts with a waiver of 20 parking spaces. Based on recent developer inquiries for Town Center properties, a turnaround could possibly be on the horizon. Approval of the parking waiver would show continued effort and support as well as the provision of an impetus to precipitate and propel future commercial development in the Town Center. Ms. Gentry also indicated that is a minor wording change adding the verbiage to the first paragraph Section 17.37.030(c) to clarify it is the first paragraph and subsection one through four.

Councilmember Haydon would like the extension granted with the intent on that it can stimulate business growth in the Clayton Town center.

Mayor Geller opened the Public Hearing for public comments; no comments were offered.

It was moved by Councilmember Haydon, seconded by Vice Mayor Diaz, to have the City Clerk read Ordinance No. 462, as amended, by title and number only omitting reference to deliveries, and waive further reading. (Passed; 3-0 vote).

The City Clerk read amended Ordinance No. 462 by title and number only.

It was moved by Councilmember Haydon, seconded by Vice Mayor Diaz, to approve Ordinance No. 462 as revised for Introduction, with findings the action does not constitute a project under CEQA. (Passed; 3-0 vote).

8. **ACTION ITEMS** – None.

9. **COUNCIL ITEMS** – None.

Councilmember Haydon advised that he will not be at the next regular City Council meeting of Tuesday, June 7th.

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**– on call by Mayor Geller, the City Council adjourned its meeting at 8:17 p.m.

DRAFT

CITY OF CLAYTON
Founded 1857... Incorporated 1964

Agenda Date: 6-07-2
Agenda Item: 8b

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KEVIN MIZUNO, FINANCE MANAGER, CPA

DATE: June 7, 2016

SUBJECT: PROPOSED CITY, SPECIAL FUNDS, AND CIP BUDGETS FISCAL YEAR 2016-2017

RECOMMENDATION

Following introduction and presentation of the proposed operations and capital improvements budgets for the fiscal year ending June 30, 2017 (FY 2016-17) and receipt of public comments, it is recommended the City Council provide any policy direction and amendments accordingly, and then by motion set Tuesday, June 21, 2016 at 7:00 pm in Hoyer Hall as the date, time, and location of a public hearing on the proposed City Budgets.

BACKGROUND

On an annual basis, the City Council adopts a budget with the goal of matching the various needs of the community with the limited financial resources required to provide those services. This City Council also adopts a Capital Improvement Program (CIP) that appropriates funds for various capital projects based on priority. City staff has prepared the attached City of Clayton FY 2016-17 Proposed Budget, which includes the operational budgets for the City's General Fund, Special Funds, and Fiduciary Funds as well as the five year rolling CIP budget.

The Council-appointed budget sub-committee of Vice Mayor Geller and Council Member Haydon met with the City Manager and the Finance Manager on May 9, 2016 to review and critique the assembled budget information and available materials. The budget figures discussed have the approval of the sub-committee for submittal to the City Council, which have been incorporated into the attached Proposed Budget.

DISCUSSION

A substantive discussion of the contents of the Proposed Budget begins on page 4 of the attached Proposed Budget.

FISCAL IMPACT

The fiscal impact of the Proposed Budget is detailed in the attached budget document.

Respectfully submitted,

Kevin Mizuno, CPA
Finance Manager

Attachments: Proposed FY 2016-2017 City Budget and 5-Year CIP Budget

PROPOSED BUDGET

2016 – 2017

THE CITY COUNCIL

HOWARD GELLER, MAYOR
JIM DIAZ, VICE MAYOR
JULIE K. PIERCE, COUNCILMEMBER
DAVID T. SHUEY, COUNCILMEMBER
KEITH HAYDON, COUNCILMEMBER

* * *

PROPOSED BY:

GARY A. NAPPER, CITY MANAGER

* * * * *

PREPARED AND PRESENTED BY:

KEVIN MIZUNO, FINANCE MANAGER, CPA

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

CITY OF CLAYTON

Founded 1857... Incorporated 1964

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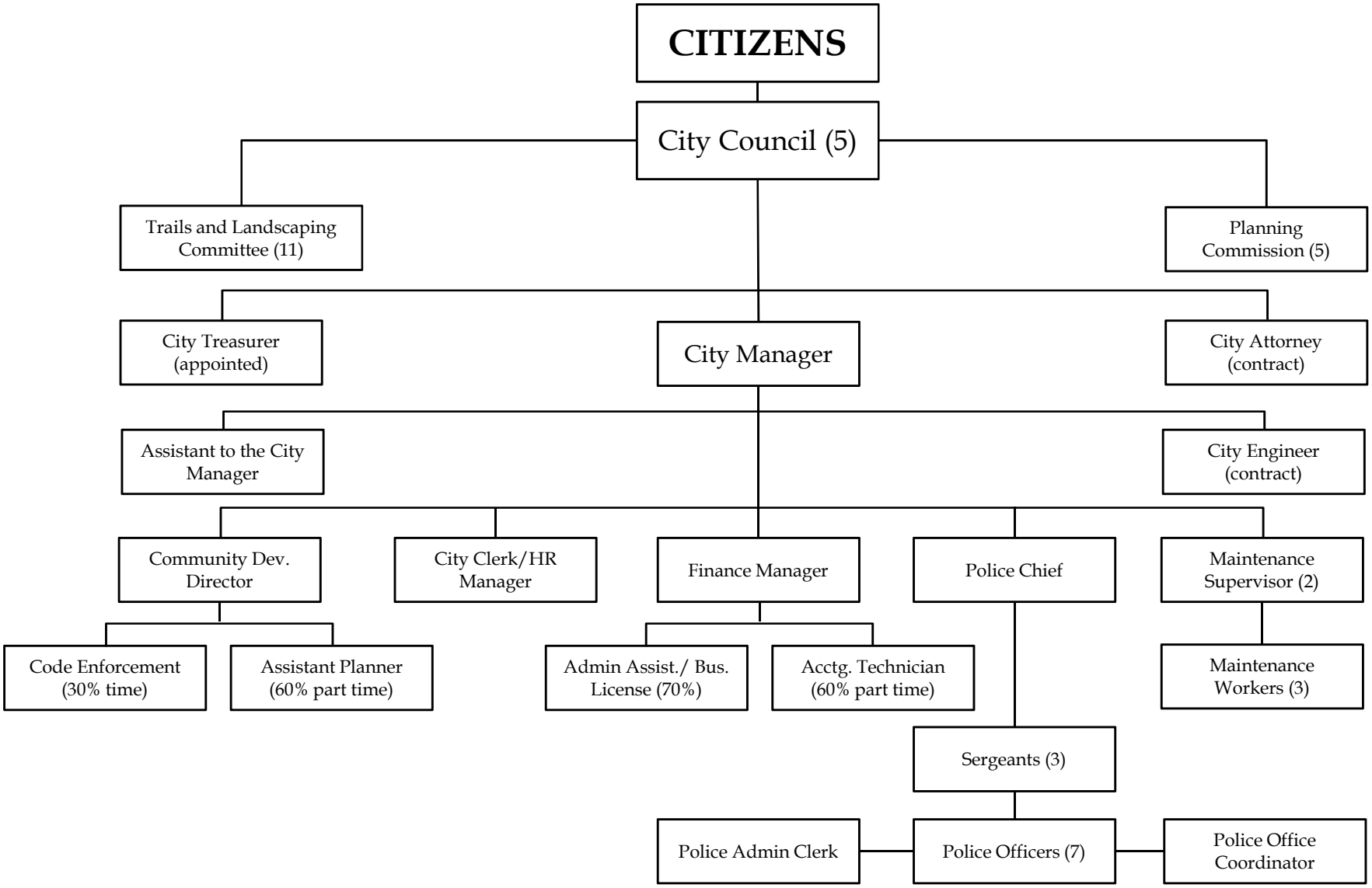
CITY OF CLAYTON ORGANIZATIONAL CHART



DIRECTORY OF OFFICIALS AND ADVISORY BODIES

CITY COUNCIL

Howard Geller, Mayor
Jim Diaz, Vice Mayor
Julie Pierce, Councilmember
David T. Shuey, Councilmember
Keith Haydon, Councilmember

COMMISSIONS

Planning Commission

COMMITTEES

Trails and Landscaping Committee

APPOINTED OFFICIALS AND DEPARTMENT HEADS

Gary A. Napper	City Manager
Malathy Subramanian	City Attorney (contract)
Laura Hoffmeister	Assistant to the City Manager
Chris Wenzel	Chief of Police
Janet Brown	City Clerk / HR Manager
Kevin Mizuno	Finance Manager
Mindy Gentry	Community Development Director
Rick Angrisani	City Engineer (contract)
Merle Hufford	City Treasurer
Mark Janney	Maintenance Supervisor
John Johnston	Maintenance Supervisor

CITY OF CLAYTON

Founded 1857 .. Incorporated 1964

Demographics and Economic Characteristics

Date of Incorporation	March 18, 1964
Form of Government	Council-Manager
Number of authorized City employees	25
Population:	
Population	11,288
Median age	42.6
Median household income	$131,136
Registered voters	7,252
Area in square miles	4.3
Miles of Streets:	
Lane miles	44.9
Street condition score	79
Fire Protection: (Contra Costa County Fire Protection District)	
Number of stations (Station No. 11)	1
Police Protection:	
Number of stations	1
Number of vehicles	12
Number of sworn personnel	11
Public Education:	
Elementary School	1
Mt Diablo Elementary	
Middle School	1
Diablo View Middle School	
Library: (Contra Costa County Library System)	
Number of branch libraries	1
Number of materials	63,369
Parks & Community Facilities:	
Park sites	7
Park acreage	19.07
Open space acreage	515.51
Open space trail miles	20
Creekside trail miles	7
Endeavor Hall	1
Hoyer Hall (in the library)	1
City Hall Conference Room	1

BUDGET MESSAGE

BUDGET SUMMARY

Presented herein for public review and consideration is the City's proposed budgets for FY 2016-17. It is an annually balanced budget as required by law, and the General Fund displays a balanced budget of projected revenues exceeding expenditures resulting in a planned operating surplus of **$38,900**, predicated on status quo labor concessions for undesignated miscellaneous employees.

The chart below captures a five (5) year history of our City's overall expenditure budgets:

CITY OF CLAYTON BUDGETS

BUDGET AREA	FY 2016-17	FY 2015-16	FY 2014-15	FY 2013-14	FY 2012-13
GENERAL FUND	$ 4,261,720	$ 4,095,928	$ 3,852,275	$ 3,649,122	$ 3,670,702
OTHER FUNDS*	4,735,605	4,377,355	4,077,244	3,444,246	4,881,991
CIP	2,919,565	1,696,863	772,525	427,822	2,237,307
SUCCESSOR AGENCIES	1,125,996	676,521	725,805	991,506	1,083,794
TOTAL	**$ 13,042,886**	**$ 10,846,667**	**$ 9,427,849**	**$ 8,512,696**	**$ 11,873,794**

*Includes the City's special revenue (9), internal service (2), enterprise (1), and fiduciary funds (7 excluding the RDA Successor and Successor Housing Agencies shown separately).

The combined financial program proposed for the General Fund, the City's Other Funds, the Capital Improvement Program (CIP), and the Successor Agency is $13,042,886, an overall increase of approximately $2,196,219 (20.25%) over last year's adopted total budget. This increase results from an increase to non-recurring appropriations in the CIP and Successor Agency budgets. Budgeted expenditures increase for the CIP budget as a result of planned project expenditures for the grant-funded 2016 Arterial Street Rehab Project. The Successor Agency's increase in expenditures is attributable to the California Department of Finance finally authorizing repayment of the 1999 Fire Station Note ($475,000) to the City General Fund in FY 2016-17.

Consistent with the FY 2015-16 adopted General Fund budget, the proposed fiscal plan for the upcoming FY 2016-17 suggests steady restoration and growth in real property tax revenues arising from a steadily strengthening economy. Clayton's base economy of desirable real estate gained substantial ground in FY 2015-16 which was demonstrated by the overall increase of 6.63% last fiscal year in assessed valuations by the County Assessor's office.

Pursuant to Assembly Bill 1 26x, with the Clayton Redevelopment Agency (RDA) dissolution as of February 2012 (FY 2011-12), the "Successor Agency" became the heir to the RDA. It now receives real property tax revenues sufficient to pay/retire the debt service and enforceable obligations of the former RDA as requested through the semi-annual "Recognized Obligation Payment Schedule" (ROPS) process, which is subject to the approval of the State Department of Finance (DOF). The former tax increment revenue "wrap around" restored portions of this real property tax revenue back to the original underlying public taxing entities, and has pushed the City's slice of base the assessed valuation tax roll from its former 4.3% to an approximate 6.9% allocation. Comparatively, the City remains a low property tax city stemming from Prop 13 (1978). In practical terms, the effect is illustrated by the following example:

Residential homeowner pays an AV Tax Bill of $7,000 per year				
Pre-dissolution General Fund share:	$	301.00	4.3%	Share
Post-dissolution Clayton General Fund sha		483.00	6.9%	Share
Difference	$	182.00	60%	Increase

GENERAL FUND REVENUES

FY 2015-16 Revenue Projections

Although the current fiscal year has not yet closed at the time of the budget preparation for the upcoming year, sufficient information is available to project what year-end FY 2015-16 revenues will look like. At this time, General Fund revenues are expected to total approximately **$4,445,274** by the close of FY 2015-16. This projection reflects a noteworthy favorable variance of **$320,830** greater than projected revenues adopted in the General Fund budget for FY 2015-16.

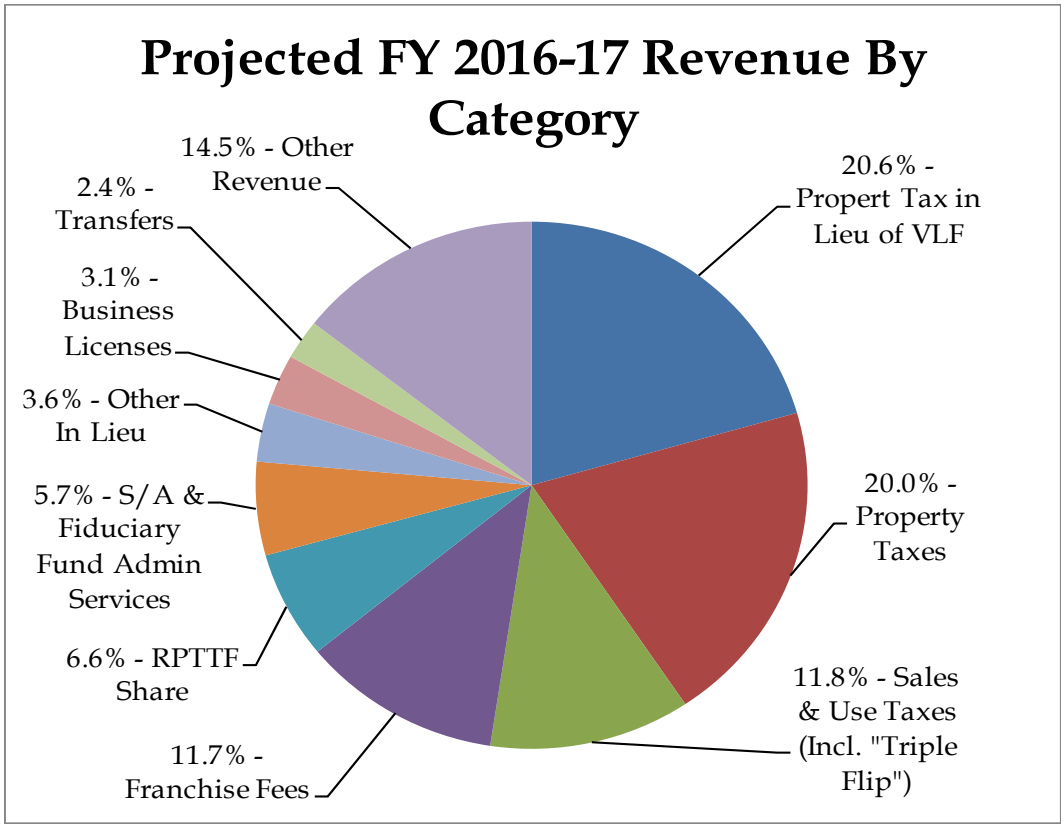
Approximately 79%, or $252,066, of this favorable variance is the result of non-recurring events for which the timing, dollar amount, and probability of a favorable result were so unpredictable that inclusion of these items in the adopted FY 2015-16 was impossible. Two events that make up this "non-recurring" portion of the favorable variance include: (1) Payments from the State for old claims (*dating back to 1999!*) on reimbursable state-mandated activities under Senate Bill 90 ($164,673) and (2) Payment from the County of the City's 6.9% share of the All Other Funds Due Diligence Review residual balance ($87,393). The remaining 21% ($68,764) of the favorable variance, was a result of secured property taxes, sales taxes and other "ordinary" operational revenue sources coming in higher than projected as a result of the strengthening local and regional economy.

For the current fiscal year ending June 30, 2016, property taxes (including the property taxes "in-lieu" of vehicle license fees from the State) are projected to come in approximately $44,168, or 2.7% higher than budgeted. This increase is because the FY 2015-16 adopted budget forecasted secured property tax revenue growth of

approximately 4.0% when in reality the assessed valuations from the Contra Costa County Assessor's Office published after budget adoption supported growth closer to 7.0%. This analysis of secured property tax revenues excludes the triple flip sales tax in-lieu payments from the State as well as Redevelopment Property Tax Trust Fund (RPTTF) revenues as those are subject to unusual and difficult to predict spikes in FY 2015-16. With the statutory dissolution of the "triple flip" in FY 2015-16, the City received only approximately ¼ of the normal triple flip payment from the State in FY 2015-16. The decrease in sales tax triple flip payments was offset by an increase in sales tax revenue with the City's local allocation from the State Board of Equalization reverting back to the "pre-triple flip era" full 1.0%.

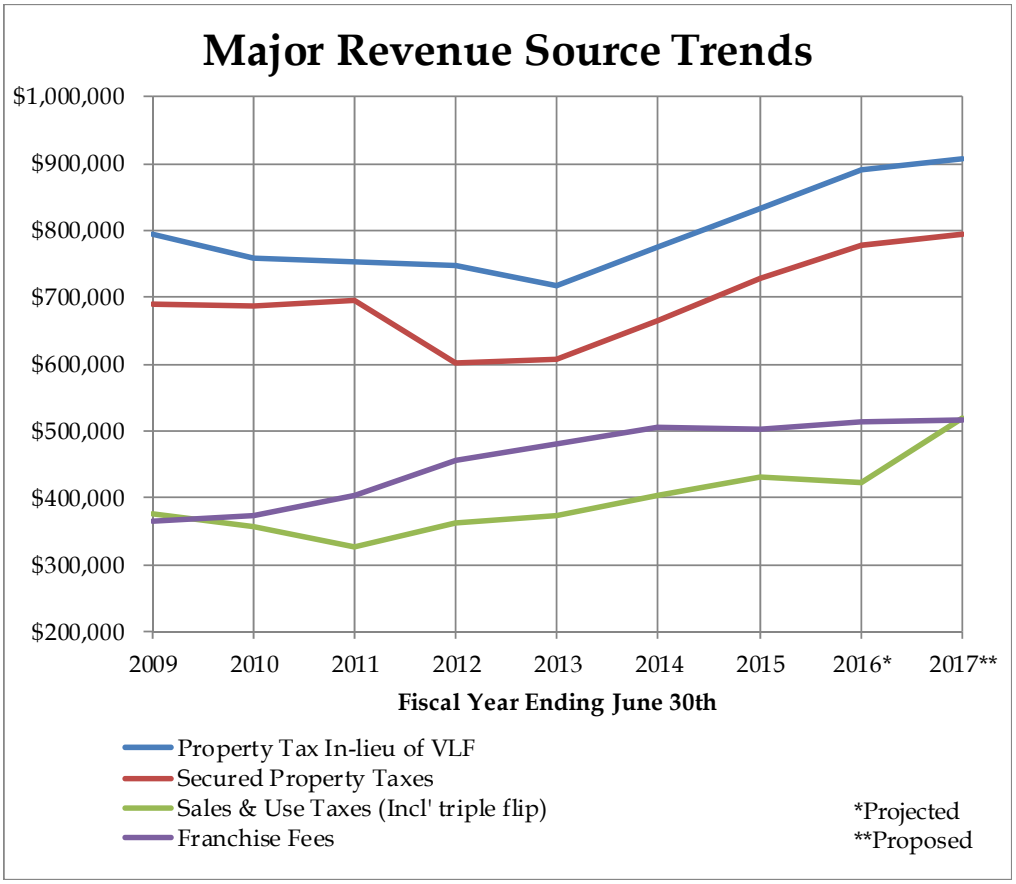
FY *2016-17 Revenue Projections*

The FY 2016-17 proposed budgeted projects total General Fund revenues of **$4,300,620**. This is an increase of **4.3%** over the prior year adopted budget, reflecting an overall positive outlook for the local and regional economy. This growth projection is supported by actual operational revenue results to-date and continues to be encouraging news for the City coming off years of declining real property taxes, dismal sales tax generation, and plummeting interest earnings. The chart below depicts the proportional share of each major revenue category of the General Fund for FY 2016-17:



As illustrated in the pie chart, a noteworthy portion, or approximately 64%, of General Fund revenues is concentrated in four different sources. In order of significance these sources include: property tax in-lieu of vehicle license fees (VLF), property taxes, sales and use taxes, and franchise fees.

The following chart illustrates the nine year trend of these four major revenue sources for the City:



The trend analysis chart illustrates the improvement of the local economy since the "Great Recession" in 2008. Revenue sources with delayed downturns arising from the recession (i.e. property tax in-lieu of VLF and general property taxes) have made a comeback and exceeded the pre-recession levels. The following section provides background and analysis of the City's major revenue sources.

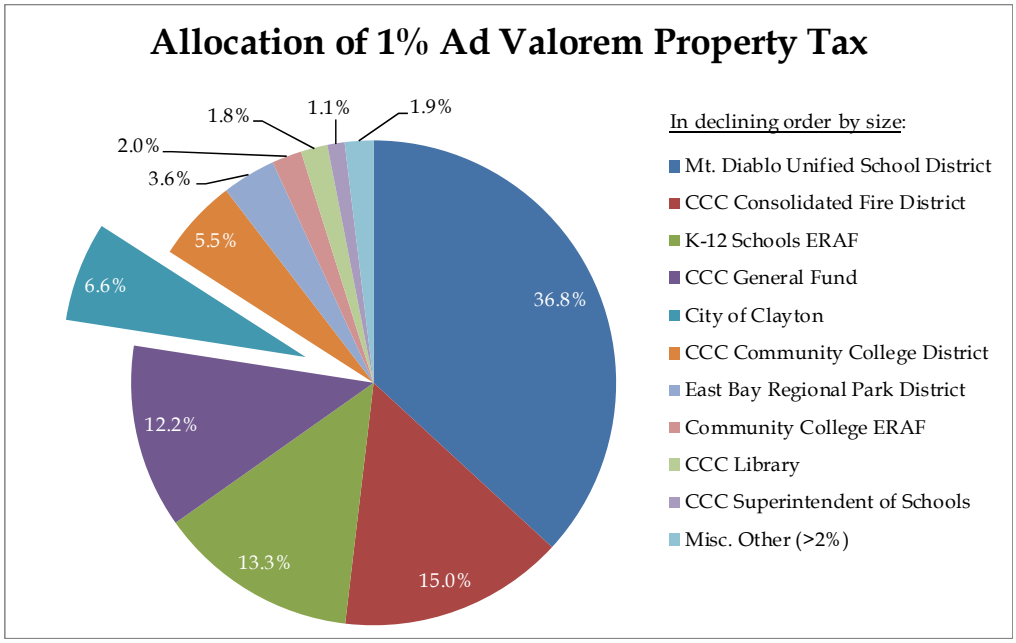
Property Tax in Lieu of Vehicle License Fees

The largest revenue source making up 20.6% of General Fund budgeted revenues for FY 2016-17 is property tax in lieu of vehicle license fees (VLF). The VLF is an annual value tax on the ownership of registered vehicles collected by the California Department of Motor Vehicles and then distributed to cities and counties. In 2004, the California State Legislature permanently reduced the tax

rate from 2.0% to 0.65% of a vehicle's current market value. The reduction in VLF revenue to cities and counties was offset by an increased transfer of property tax from the State to cities and counties. This transfer is called the "Property tax in lieu of VLF." The City is projecting revenue of $907,000 in FY 2016-17, which is an increase of 2.0% above projected actuals for FY 2015-16, and is a reflection of the stirring economy following the Great Recession.

Property Taxes

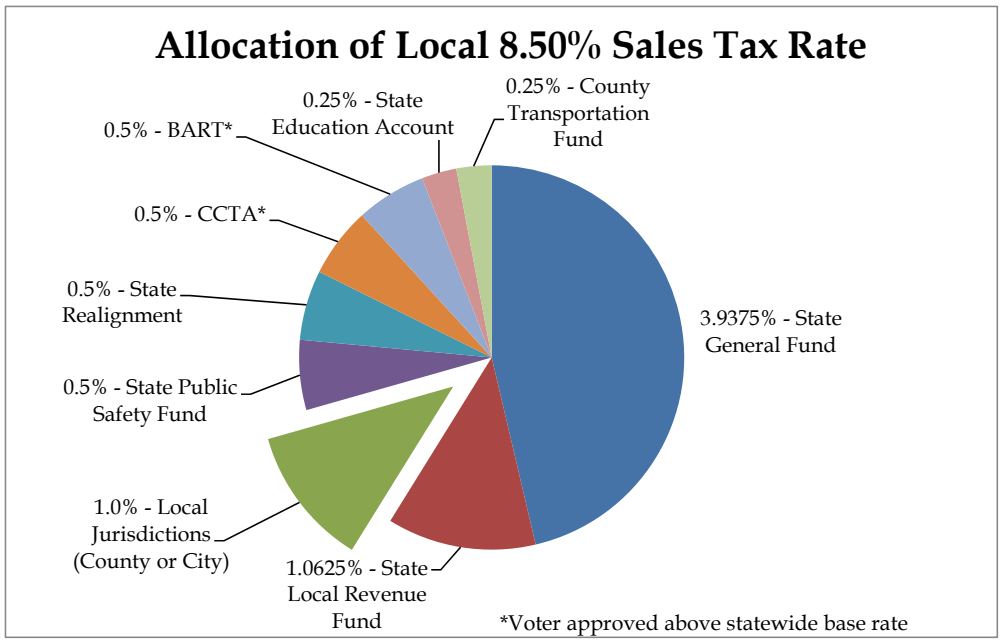
The second largest revenue source making up 20.0% of General Fund budgeted revenues for FY 2016-17 is the City's share of the local property taxes. Property taxes are an ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property). Proposition 13 (1978) limits the real property tax rate to 1% of a property's assessed value for ad valorem tax purposes. The amount of the tax is based on an annually determined assessed valuation calculated by the county assessor's office and is paid to the county tax collector. The county tax collector then allocates this to local taxing agencies pursuant to a statutory allocation formula applicable to the tax rate area (TRA) the underlying parcel is located within. The City of Clayton has ten (10) TRAs, with the largest TRA by current assessed value returning only 6.63% of the full one percent tax back to the General Fund. The following illustration summarizes the statutory allocation of the 1% general ad valorem property tax to each taxing entity:



For FY 2016-17, the City's portion of secured and unsecured property tax revenues are projected at $882,340, which is an increase of 2.0% over projected actuals for FY 2015-16.

Sales & Use Taxes (Including "Triple Flip")

The third largest revenue source making up 11.8% of General Fund budgeted revenues for FY 2016-17 is sales & use taxes. This is a tax imposed on the total retail price of any tangible personal property (unless specifically exempt by the Board of Equalization) and the use or storage of such property when sales tax is not paid. Although the unadjusted general state-wide sales tax rate applied to transactions is 7.5%, the basic local Bradley-Burns rate returned to local agencies (i.e. City of Clayton) is 1%. This local portion is unrestricted and must be received into the General Fund. In the City of Clayton, the applicable sales tax rate is 8.50% resulting from additional local and regional voter approved measures. Below is a chart depicting the current allocation of the 8.50% sales tax rate applied to all taxable transactions in the City of Clayton:



Following the approval of Proposition 57 in 2004, one quarter of the 1% Bradley-Burns local rate was temporarily shifted to the State General Fund to create "new" revenues to secure the repayment of Economic Recovery Bonds necessary to close the state's operating budget deficit. Cities and counties were reimbursed for the reduction to sales and use tax revenue with transfers of local property tax revenues that would have otherwise went to schools. This state-imposed financing mechanism was known as the "triple flip." On January 1, 2016, the State's triple flip effectively came to a close with the local rate reverting back to the full 1.0%. As such, during FY 2015-16 the City experienced a substantial decrease in triple flip payments which were offset by an equivalent increase in sales and use tax revenues.

For FY 2016-17, sales & use tax revenues are projected to be $464,400, which is an increase of approximately 18.5% over projected actuals for FY 2015-16. This substantial increase is a direct result of the elimination of the triple flip (in effect for ½ of FY 2015-16) as well as a projected increase in sales tax revenues of 4.0% using historical actuals and growth rates published by the Board of Equalization. In addition to ordinary sales & use tax revenues, in August 2016 the County will distribute the final triple flip allocations covering the six month period ending December 31, 2016. For the City of Clayton, this allocation is projected to be $56,000 which will be the final triple flip payment. The sum of sales & use taxes allocated from the Board of Equalization and the final triple flip payment form the County is projected to be $520,400 in FY 2016-17.

Franchise Fees

The fourth largest revenue source making up 11.7% of General Fund budgeted revenues for FY 2016-17 is franchise fees. Franchise fees are rent paid by utilities or other businesses for the privilege of using the City's right of way (i.e. streets, sidewalks, etc.) to locate utility lines, operate vehicles, and/or conduct business for profit. The City collects a 1% franchise fee from Pacific Gas & Electric and a 5% franchise fee from cable operators (i.e. Comcast and AT&T/Pacific Bell). In addition, the City collects a 10% franchise fee from Republic Services for its collection, transportation, disposal and diversion of solid waste and recyclable materials. It is expected that franchise fee revenues will remain relatively consistent growing by approximately 1.0% in FY 2016-17 to a total of $517,010.

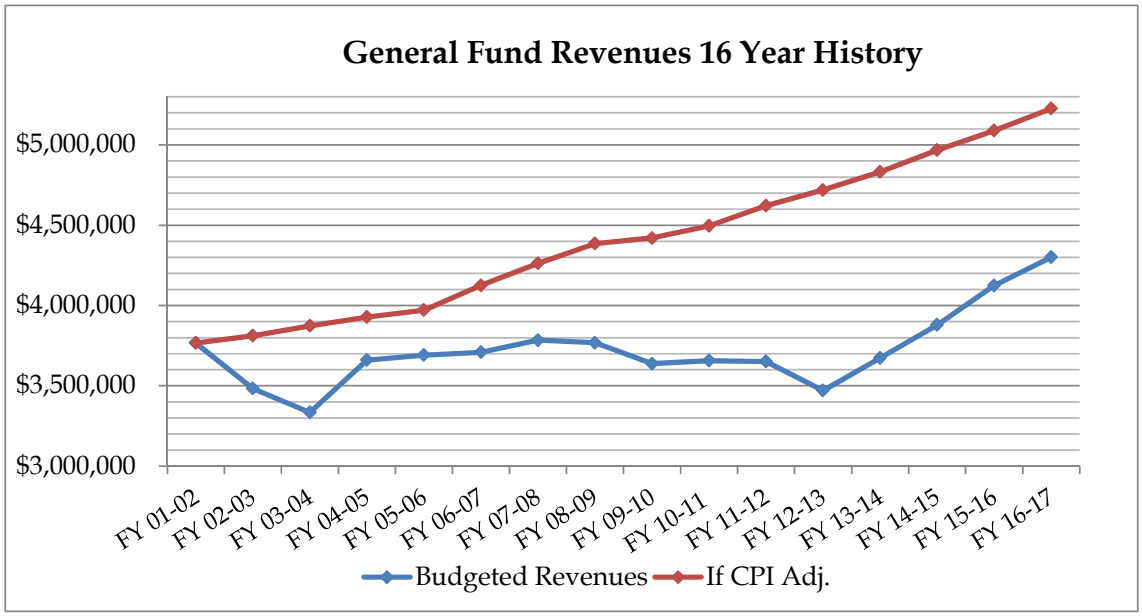
Redevelopment Property Tax Trust Fund Revenue

The fifth largest revenue source making up 6.6% of General Fund budgeted revenues for FY 2016-17 is the City's share of the Redevelopment Property Tax Trust Fund (RPTTF) residual balance. RPTTF monies levied by the County are first used to pay County administrative fees, required tax sharing payments (i.e. pass through payments), and approved enforceable obligations on the Successor Agency's Recognized Obligation Payment Schedule (ROPS). Any residual revenues in the County RPTTF are then distributed by the County to the school entities, city, county, and special districts based on their share of property tax revenues. The City of Clayton's share of this residual balance is approximately 6.9%. The RPTTF residual balance is dependent on the amount of state-approved obligations included in each ROPS. For FY 2016-17, after incorporating the state-approved ROPS and pass-through payments, it is expected the City will receive approximately $290,000 in RPTTF revenues in FY 2016-17. This revenue stream ceases at such time the debt obligations of the Successor Agency are fully retired, at which time the revenue reverts to the 1.0% local property tax source.

Successor Agency & Fiduciary Fund Administrative Service Charges

The sixth largest revenue source making up 5.7% of General Fund budgeted revenues for FY 2016-17 is derived from administrative support charges from the Successor Agency and other fiduciary funds of the City. Since the creation of the Successor Agency in 2012, the City has received $250,000 on an annual basis for administrative support services under *California Health & Safety Code* Section 34171(b). As a direct result of the Governor's May 2015 trailer bill (AB 113), new restrictions on the administrative allowance calculation will result in the City receiving only $231,915 in FY 2016-17. The most detrimental impact this trailer bill was to apply the 50% administrative allowance cap to redevelopment property tax trust fund (RPTTF) monies "received" rather than to the total of approved enforceable obligations. With the California Department of Finance now ordering the Clayton Successor Agency to pay enforceable obligation with bond proceeds in lieu of receiving RPTTF monies, the City will experience a substantial decline in the administrative allowance in FY 2017-18. Following the new State restrictions, it is projected the administrative allowance for FY 2017-18 will be as low as $105,000. Thereafter, the administrative allowance received would fluctuate annually from $162,000 to $204,000 until the dissolution of the Successor Agency with the maturity of the bonds in FY 2025-26. For next year, however, Successor Agency & fiduciary fund administrative services are expected to remain relatively steady at $252,560. This is an 8.0% decrease from projected actuals for FY 2015-16, reflecting the state-imposed Successor Agency administrative allowance reduction effective in FY 2016-17.

Overall, the principal sources of General Fund operating revenue are growing, suggesting the local economy is healthy. However, when looking at a 16 year history of General Fund budgeted revenues, actual revenue growth has clearly not kept pace with inflation. The line chart on the following page illustrates the growing difference between actual General Fund budgeted revenues versus FY 2001-02 base year revenues adjusted for annual changes in the Consumer Price Index (CPI; San Francisco – Bay Area), with the difference in FY 2016-17 being $925,629:



GENERAL FUND EXPENDITURES

The proposed FY 2016-17 budget incorporates total appropriations of **$4,261,720**, which reflects an overall increase of 4.05% in General Fund operations compared to the prior year adopted budget. Since the two-year miscellaneous employee labor agreement is set to expire on July 1, 2016 and a new agreement has not yet been executed, it is emphasized this budget assumes retaining the status quo on miscellaneous employee salaries and benefits. Should that outcome be different, modification of the budget may be necessary as the City budget contains no contingency appropriations to address unexpected claims on the fiscal plan. At the next Mid-Year Budget review, any unforeseen need for appropriation increases and hopefully accompanying projected revenue increases can be incorporated into the FY 2016-17 budget via action by the City Council.

FY 2015-16 Expenditure Projections

General Fund operational expenditures are expected to total approximately **$4,019,781** by the close of FY 2015-16. This projection results in a favorable budgetary variance where actual expenditures are **$76,147** below City Council authorized appropriations in the adopted FY 2015-16 General Fund budget totaling $4,095,928.

During FY 2015-16 the Successor Agency Due Diligence Review (DDR) reporting process was finally concluded in accordance with Assembly Bill 1484 (AB 1484), which outlined local requirements for the redevelopment agency dissolution process. On March 19, 2015 the City submitted the Successor Agency Oversight Board-authorized DDR reports for the former RDA's Low-Moderate Income (LMI) housing fund and All Other Assets funds to the California Department of Finance (DOF) for their review and approval. On April 24, 2015, the City received the Final Determination Letter from the

DOF, which approved LMI housing funds DDR report "as is" and ordered the release of the "unencumbered" balance of the LMI fund (No. 616) to the County totaling **$3,679,225** within 5 business days. Of this balance, $62,500 was owed from the General Fund to the Successor Agency in accordance with AB 1484. In accordance with the demand letter and as no modifications were noted, the City remitted this payment to the County Auditor-Controller (CAC) on May 1, 2015. As the DOF had not yet concluded their review of the All Other Funds DDR, staff used the General Fund obligation outlined in the DDR report approved by the Oversight Board ($137,500). This resulted in an "extraordinary loss" of $200,000 being reported in the FY 2014-15 audited financial statements in accordance with generally accepted accounting principles.

On October 28, 2015, the Successor Agency received a Determination Letter on the All Other Assets DDR from the DOF demanding an increase to the balance owed from the General Fund to the Successor Agency. The demanded increase totaled $230,983 for inter-agency transfers and payments during the 13 month "claw-back" period from January 1, 2011 through January 31, 2012. In a Meet and Confer held with the DOF on November 9, 2015, City management contested certain findings in the DOF's Determination Letter and provided supporting documentation.

On November 30, 2015, the Successor Agency received a Final Determination Letter on the All Other Assets DDR after the completion of the Meet and Confer. In the letter, the DOF disagreed with the City's protests making no modifications to the findings in the original Determination Letter. As the City had now fully exhausted any means of contesting the DOF under their post-dissolution administrative procedures, the final pathway to seek restitution was to file a lawsuit with the DOF. However, weighing the risks associated with litigation against the benefits of a favorable ruling, management elected to concede to the November 30, 2015 DOF letter. The final revised All Other Assets DDR obligation totaling **$1,256,182** was remitted to the CAC on December 16, 2015.

The revisions made by the DOF to the All Other Funds DDR will result in an extraordinary loss of **$230,786** being reported by the General Fund in FY 2015-16. This will be reported as a non-operational extraordinary loss as it is both unusual in nature and non-recurring. The impact of this loss to General Fund reserves is addressed in the General Fund Reserves section.

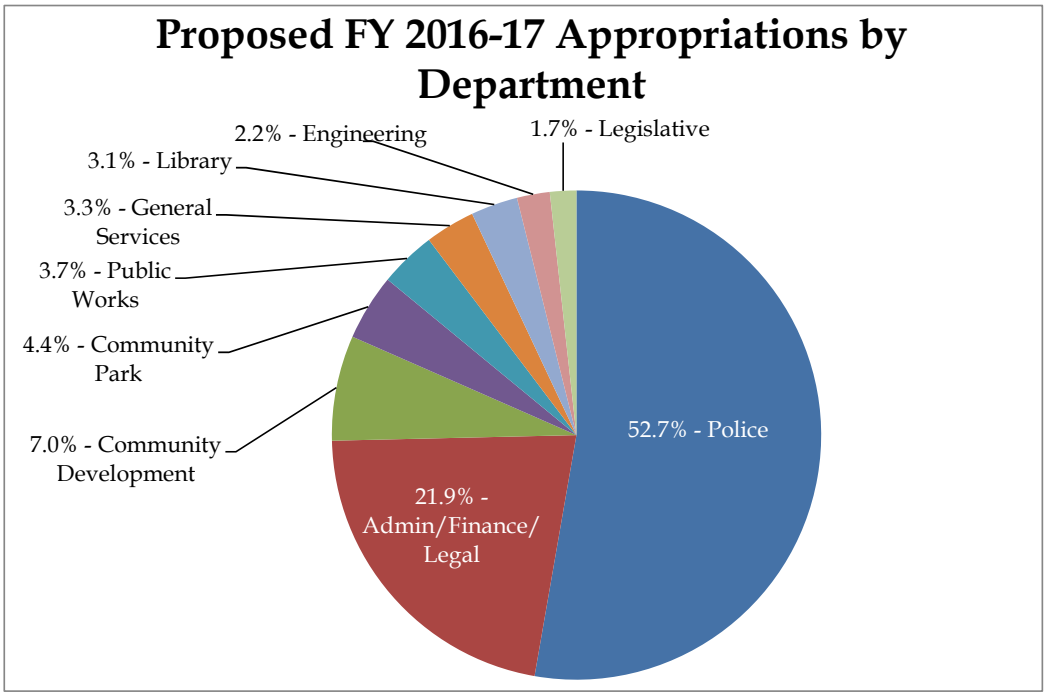
FY 2016-17 Proposed Appropriations

Total proposed FY 2016-17 General Fund operational appropriations are **$4,261,720**. The following table provides a year-to-year comparison of proposed General Fund appropriations at the department level:

GENERAL FUND DEPARTMENTS

DEPARTMENT	FY 2016-17	FY 2015-16	% CHANGE
LEGISLATIVE	$ 74,540	$ 56,250	32.52%
ADMIN / FINANCE / LEGAL	932,750	886,548	5.21%
PUBLIC WORKS	159,080	142,945	11.29%
COMMUNITY DEVELOPMENT	296,420	272,793	8.66%
GENERAL SERVICES	140,060	136,576	2.55%
POLICE	2,247,670	2,119,290	6.06%
LIBRARY	132,200	137,416	-3.80%
ENGINEERING	92,200	80,630	14.35%
COMMUNITY PARK	186,800	263,480	-29.10%
TOTAL	**$ 4,261,720**	**$ 4,095,928**	**4.05%**

In the aggregate, total proposed appropriations for FY 2016-17 are 4.05% higher than those of the prior year adopted budget. This increase is nearly entirely attributable to unavoidable fixed cost increases and continuing to provide the same level of services to the community. The following pie chart illustrates each department's proportionate share of total proposed General Fund appropriations for FY 2016-17:



The order of departmental appropriations in size is consistent with the prior year adopted budget with the exception of the General Services Department exceeding the Library Department in FY 2016-17. The Police Department's slice of the General Fund operational budget pie increased by 1.1% to a total share of 52.7% in FY 2016-17. This statistic means that of every $1.00 paid by taxpayers as general tax revenue to the City, slightly over one-half of the tax monies (or nearly 53¢ of every $1) is used to provide local law enforcement services to the community.

As a service-provider organization it is predictable the expense for personnel services comprises the bulk of General Fund appropriations. The proportion of expenditures related to personnel services decreased slightly to a total of approximately 69.1% of the overall proposed General Fund budget (69.8% in FY 2015-16, 67.3% in FY 2014-15, 70.0% in FY 2013-14). This decrease is explainable by the proposed budget incorporating status quo on miscellaneous employee labor terms as the current contract expires on July 1, 2016. The following section provides background and analysis of the City's nine General Fund departments.

Legislative (Department 01)

This is the smallest General Fund department making up 1.7% of proposed budgeted expenditures. Services funded by this department include but are not limited to: City Council members to set policy goals and objectives for the community, regular and special meetings of the City Council and recording thereof, administering elections, and steering City promotional activities. Proposed appropriations reflect an increase of 32.5% primarily as a result of the general municipal election in November 2016.

Admin / Finance / Legal (Department 02)

This department makes up 21.9% of proposed budgeted expenditures. By its nature, the Admin/Finance/Legal Department provides essential administrative support for all of the City's direct-cost programs including: police, community development, parks and landscape maintenance services, capital improvements, etc. Several specific functions funded by this department include but are not limited to: executive management and policy execution, legal counsel, human resources, financial reporting and budget, treasury/investment, payroll/benefits administration, disbursements, revenue collection, records retention management, and facility rentals. Proposed appropriations reflect an increase of 5.2% arising from an unavoidable surcharge to CalPERS billings for the unfunded actuarial liability (UAL) as a fixed dollar amount rather than as a percentage of payroll as well as merit step increases for eligible employees of this department.

Public Works (Department 03)

This department makes up 3.7% of proposed budgeted expenditures. Services funded by the Public Works Department include but are not limited to the maintenance of city hall and other facilities, grounds, and buildings as well as maintenance of neighborhood parks. Proposed appropriations reflect an increase of 11.3% attributable to an increase in projected time spent by Maintenance personnel on city facility and neighborhood park maintenance based on prior year actual results.

Community Development (Department 04)

This department makes up 7.0% of proposed budgeted expenditures. Services funded by the Community Development Department include but are not limited to: long-range planning and special studies (i.e. transportation, housing, zoning, etc.), ensure compliance of land development and private party design proposals with local, state and federal regulations, municipal code enforcement, and administration of the city's low-moderate income housing program. Proposed appropriations reflect an increase of 8.7% arising from an unavoidable surcharge to CalPERS billings for the unfunded actuarial liability (UAL) as a fixed dollar amount rather than as a percentage of payroll as well as step increases for eligible employees of this department.

General Services (Department 05)

This department makes up 3.3% of proposed budgeted expenditures. By its nature, the General Services Department tracks essential support costs shared amongst all City's departments and funds. Several specific functions funded by this department include but are not limited to: City-wide risk management/insurance premiums, computer, software, and network technology supporting all functions, and shared printer/copy/scanning costs. Proposed appropriations for this department are expected to remain steady with a modest increase of only 2.6%.

Police (Department 06)

This is the largest General Fund department making up 52.7% of proposed budgeted expenditures. Services funded by the Police Department include but are not limited to: traffic enforcement, vehicle collision and crime investigation, contract animal control and dispatch services, and police records management. Proposed appropriations reflect an increase of 6.0% arising from the following: unavoidable surcharge to CalPERS billings for the unfunded actuarial liability (UAL) as a fixed dollar amount rather than as a percentage of payroll; merit step increases for eligible employees of this department; partial restoration of previously unbudgeted but crucial capital equipment replacement fund (CERF) charges.

Library (Department 07)
This department makes up 3.1% of proposed budgeted expenditures. Services funded by the Library Department include but are not limited to maintenance of the City-owned Clayton Community Library building, grounds and equipment and funding Sunday and weekday staffing hours beyond the County's base of 35 hours a week. Proposed appropriations reflect a modest decrease of 3.8% attributable to a reduction in the County's cost estimate for extra staffing hours for FY 2016-17, despite there being no planned change to existing operating hours of the library.

Engineering (Department 08)
This department makes up 2.2% of proposed budgeted expenditures. The City contracts with PERMCO Engineering to serve as its City Engineer. Services funded by the Engineering Department include but are not limited to: administration of the City's capital improvement program, plan check and review of construction/development plans, administration of the City's encroachment permit program and various benefit assessment districts. Proposed appropriations reflect an increase of 14.4% to more accurately capture actual historical costs for PERMCO retainer services.

Clayton Community Park (Department 09)
This department makes up 4.4% of proposed budgeted expenditures. Services funded by the Clayton Community Park Department include but are not limited to landscaping of Clayton Community Park grounds, maintenance of recreational sporting fields and related equipment/facilities, repairs and maintenance of water irrigation network, and trash removal. Proposed appropriations reflect a reduction of 29.1% to incorporate updated cost estimates from mandatory drought measures as well as a projected decrease in maintenance personnel time spent on abnormal irrigation line break repairs incurred in the prior year.

GENERAL FUND RESERVES

FY 2015-16 Projected Surplus

The prior year adopted City Budget forecast a surplus resulting from operations of $28,516. Due to certain non-recurring revenue spikes described previously it is projected that FY 2015-16 will close with a noteworthy operational surplus of $425,493. However, the conclusion of the statutorily imposed post-redevelopment agency dissolution DDR process during FY 2015-16 resulted in a non-operational extraordinary loss of $230,786. However, the incorporation of this non-recurring and unusual loss still resulted in a projected FY 2015-16 surplus of **$194,707**. Considering all of the challenges and uncertainties faced during the state-imposed DDR process, this positive result is both unanticipated and miraculous news.

FY 2016-17 General Fund Reserves Status

As presented in the City's most recent audited financial statements the fund balance of the General Fund was $5,538,632 on June 30, 2015. This reserve incorporated the full balance of the 2% Election Agreement ($501,899) being owed from the former redevelopment agency (now Successor Agency) to the General Fund since FY 2010-11. As a result of the DOF's DDR review process in 2015, it was discovered that a $125,475 repayment had previously been made from the former redevelopment agency (RDA) to the General Fund during FY 2010-11. This resulted in an update to beginning General Fund reserves as of June 30, 2015 to **$5,413,157**. This was an accounting adjustment only and did not result in any additional repayments to the State.

The City Council has directed an absolute minimum reserve of $250,000 as its never-to-be-expended "catastrophic reserve", which practice is implemented (but which level should be elevated). However, the standing Policy Goal of the City Council is to establish and retain an undesignated reserve of 50% relative to the annual General Fund Budget. When incorporating our projections on how FY 2015-16 will close out, the opening General Fund reserve balance will have increased to $5,607,864 to start FY 2016-17. During FY 2015-16 the City Council took action to utilize the General Fund surplus ($389,895) reported in the FY 2014-15 audited financial statements to address urgent one-time needs of the City's. When backing out this assigned portion of fund balance, the unrestricted General Fund reserve is **$5,217,969** to start FY 2016-17, or 122.4% of our proposed General Fund appropriations for FY 2016-17. Subtracting the "untouchable" $250,000 reserve lowers our true reserve equity to a position of **116.7%** ($4,967,969). This is a remarkable feat, demonstrating the effectiveness of the City's fiscal policies.

SPECIAL REVENUE FUNDS

An appendage to the General Fund operations of the City, the City Council and staff are charged with stewardship over the provision of public services employing restricted-use monies accounted for in *special revenue funds*. In accordance with the Government Accounting Standards Board (GASB), special revenue funds are governmental funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes. In total, the City currently has nine (9) such special revenue funds that account for such restricted use monies. Strict controls and regulations are placed on the City's special revenue funds' express purpose and expenditure. These funds are in essence self-contained operations yet form a critical portion of the overall City Budget as these funds underwrite much of the public service and improvement mission of the City. The following section provides a discussion of the fiscal status of each of these special revenue funds.

A. Gas Tax Fund – No. 201

Derived from layers of state transportation taxes on the sale of gasoline [Street and Highway Code, Sections 2105, 2106, 2107 and 2107.5; voter-approved Proposition 42 "Traffic Congestion Relief Act" monies], this group of revenues is collectively referred to as our "Gas Tax Fund". Local gas tax funds in the past have been a reliable source of funding for cities since the 1970s and are universally used to fund local road maintenance and repairs. Our City uses these monies to perform annual street re-striping and safety re-markings, traffic regulation and warning signs and replacements, resealing of street cracks, sidewalk and gutter repairs, replacement of street name signs, operation and repair of arterial street lights, and traffic signal maintenance.

Due to the City's pattern of heavy reinvestment of Gas Tax funds into maintenance and repair of local streets and roads, our City has been successful in its upkeep of this infrastructure, investing approximately **$5.9 million** over the last 10 years (since FY 2006-07) into street repaving and improvements. This accomplishment has enabled Clayton to consistently place in the Top 5 best overall street conditions within Contra Costa County, at No. 3 within Contra Costa County (the Bay Area average Pavement Condition Index is 66 PCI). Our City's last-rated PCI is 80 (year 2014), which positioned our aggregate street conditions in the industry standard category of "Very Good", the 2nd highest category to "Excellent" (PCI of 90-100).

At this time total Gas Tax fund revenues are estimated to be $271,639 for FY 2016-17. The decrease from FY 2015-16 gas tax revenues is primarily attributable to Proposition 42 (Section 2103) allocation reductions. The significant downturn in revenue is largely due to falling gasoline prices and consumption as well as "true ups" under the fuel tax swap system. Under the swap, the State Board of Equalization annually adjusts the Section 2103 rate to try to match what fuel tax revenues in the forecast year would have been under Proposition 2, the sales tax on gasoline, had the swap not occurred. The result State-wide was a dramatic downturn of about 49.5% in the estimated Section 2103

allocations from the prior year. Should additional gas tax revenues materialize during the fiscal year, it will augment the amount of monies transferred to the City's Capital Improvement Project Budget for the next Neighborhood Street Repaving Project.

The City's Gas Tax Fund opens FY 2016-17 with projected positive fund equity of $134,660. This balance had been earmarked for the 2016 Neighborhood Street Project in the FY 2015-16 adopted budget. However, as the 2016 Neighborhood Street Project did not yet commence during FY 2015-16, the bulk of unspent reserves rolled into FY 2016-17 for re-appropriation. A portion ($30,000) of FY 2015-16 unspent reserves will be necessary to address additional costs associated with the planning the Collector Street Rehabilitation Project due to the rigorous requirements for completing federal grant application, which are typically designed for multi-million dollar projects for larger agencies..

After allocation of monies for basic transportation maintenance and operation expenses (e.g. electricity for arterial street lights at $47,500; traffic signal maintenance performed by the County at $15,000; City Maintenance personnel compensation of $45,400 for street maintenance tasks and traffic sign replacements; general street maintenance supplies at $12,000), it is proposed to appropriate gas tax transfers of $269,029 (66.21% of total appropriations) to the City's Capital Improvement Project Budget for the following street improvements and repairs:

ADA Sidewalk/Parking Improvements	$	6,000	CIP 10394A
Collector Street Rehabilitation Project		30,000	CIP 10425
2016 Neighborhood Street Project		233,029	CIP 10432
Total	$	269,029	

During FY 2015-16, the 2015 Neighborhood Street Program (CIP 10424) was completed. In total this project invested approximately $825,532 (51.8% gas tax funding) into re-pavement improvements on sixteen local streets. The planning and design phase of the Collector Street Rehabilitation Project (CIP 10425) was underway during FY 2015-16 however this project is expected to continue into FY 2016-17. This project received $45,000 in gas tax as a "local match" during FY 2015-16 to supplement the federal grant financing most of the project costs. Consistent with the prior year plan in order to use existing Gas Tax fund reserves for eligible City streets projects, the proposed budget plans to draw down all available reserves and end FY 2016-17 with a zero fund balance.

B. <u>Citywide Landscape Maintenance District – Fund No. 210</u>

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of their citywide public landscaped areas. This voter action created the City of Clayton Landscape Maintenance Community Facility District 2007-1 (LMD). This annual tax is restricted to costs associated with: arterial and specified roadway medians and parkways, the trails

system, the annual open space non-native invasive weed abatement in city-owned open space of the area hills, the annual open space and trails weed abatement for fire and public safety, landscape and turf irrigation and the monthly maintenance and special occasion/holiday operation of the "Clayton Fountain".

Maintenance of City Parks *is not* included as an authorized expense under the LMD Act; park maintenance obligations fall to the City's General Fund. *Citywide public landscaping services have always been funded by a special revenue tax levied on private properties throughout the City.* The LMD completed its 9th year of a 10 year approved operation (Measure B), and its trails and landscaping citizens' oversight committee (TLC) meets periodically to ensure the promised maintenance standards and efficiencies are achieved and reviews the budget ensuring these special-purpose tax revenues are used for their intended purpose.

Pursuant to the terms of voter-approved Measure B, the special tax rate may be modified annually by the change in the CPI from April to April. In no event shall the tax rate be increased by more than 3% each year. The CPI change (from April 2015 to April 2016) posted at 2.70%.

Since 2008, the LMD has used $878,711 of these special tax funds for public landscape and irrigation and trail system capital improvements. When including an additional $407,000 of prior-approved projects rolled forward into FY 2016-17, the LMD will have invested over $1.2 million into landscape related capital improvements in addition to maintaining current landscaping.

For FY 2016-17, the LMD has budgeted to fund the following prior approved landscape improvement projects *(Note the prior approved Cardinet Trail repair will was completed in FY 2015-16)*:

Entry-Ways Re-landscaping Project	$ 300,000
Keller Ridge Tree Replacement Project	46,000
Downtown Planters Replacement Project	35,000
Replace Irrigation System Centra Control Field Panel	20,000
Jeffrey Ranch Median Island Re-landscaping Project	6,000
Subtotal	407,000
Subdivision/City Entry Sign Replacement Contingency	2,000
Grand Total	**$ 409,000**

The proposed LMD budget is a balanced operational budget, utilizing fund balance to undertake non-annual capital improvement projects. This practice is consistent with

prior year budgets as the LMD is pay-as-you-go for such improvements, responsibly drawing on fund balance as needed. The budget expenses are primarily adjusted for increased costs from outside agencies as well as for fuel, fertilizer, etc.

The LMD'S projected revenues have been increased by the 2.70% CPI to a total of $1,057,550 for FY 2016-17. Measure B, approved by the voters, authorized an annual increase to the levy by the CPI, with not to exceed ceiling rate of 3.0%. This results in a modest increase to LMD revenues of $27,799 over the prior year adopted budget. The CPI adjustment will result in an increase of $6.34 per residential parcel over the prior year rate (last year's single family rate was $234.84; including the CPI the new rate will be $241.18).

Over the past year the LMD has generated a sufficient reserve balance to allow the consideration of new landscaping projects to be undertaken. Although ending fund balance of $961,970 is projected, staff is not proposing additional capital projects in FY 2016-17 in order to allow sufficient time to complete prior approved projects.

The planned installation and commencement of these significant landscape restoration and improvement projects demonstrates the LMD's success in managing the voter's preference for a "pay-as-you-go" ballot tax measure of capital improvements. The defeated Measure "O" (2005) would have issued a revenue bond in its initial year to address the public improvements sooner but conservative Clayton voters frowned on the higher annual assessment and bonded indebtedness to be shouldered by the LMD. Entering the District's 10th year of operation still allows the accumulation of modest reserves to accomplish many of the planned objectives.

Measure B is set to expire in June 2017. This is the only source of funds for the maintenance and operation of the LMD. To continue this sole funding a special parcel tax (Measure H) has been placed before the voters on June 7, 2016 ballot and needs to receive two-thirds (66.67%) voter approval. At this time funds are not budgeted for a November election, should the upcoming June 2016 ballot measure not pass. Should this occur staff will undertake a new measure process and recommend budget changes at that time to cover election costs (approx. $10,000).

As new landscaping improvements are installed, each is accompanied by irrigation system upgrades with greater efficiencies in water application, which temper this expense allocation and cause operational savings. An enormous impact on LMD operations over the past five fiscal years has been the declared drought conditions and the severe water conservation reductions imposed by Contra Costa Water District (CCWD) as directed by the Governor's Executive Order Emergency declaration. While homeowners were placed under a 25% reduction plan, city and commercial irrigation water consumers were set at a massive 45% mandatory water reduction order. With irrigation cutbacks of that magnitude the LMD suspended the operation of the Clayton

Fountain (even though it is a recirculating fountain) and reduced outside watering to two days per week. This has impacted some of the water intensive landscape in order to sustain the more valuable plants and mature signature trees in the LMD. Capital improvement projects engaged during the drought have been hardscape-only oriented. Although CCWD announced a relaxation of the water restrictions, allowing more additional outdoor water irrigation uses than in the prior year, there are still reductions that will occur to balance against water cost increases. The proposed budget for LMD water irrigation supply service incorporates a slight projected water cost increase, or about $2,000 over last year's, bringing the total budgeted water supply expenditure to $105,100. As this is below pre-drought historical costs, it is possible that CCWD's recent modification to water-use restrictions will result in actual water irrigation costs being higher than projected.

Personnel services for this labor-intensive work effort account for 28.65% of the LMD budget in FY 2016-17 ($353,100). This is higher than the prior year's labor requirements ratio of 23.72% arising from increased labor demands connected with the installation of new landscaping and irrigation systems. Whenever possible, tasks within the LMD are assigned to temporary seasonal personnel that are less expensive labor (e.g. trimming), allowing full-time permanent City maintenance personnel (typically four) to focus on tasks requiring journeyman-level experience (e.g. irrigation line and system repairs).

As approved by Measure B voters, the LMD'S budget includes an annual expense of $20,000 (Account 7316) for the purchase of replacement plants. The LMD further contributes an annual allocation to the City's Capital Equipment Replacement Fund (CERF) of $14,500, from which maintenance vehicles and equipment are purchased for use in LMD operations. An expense of $34,780 (3.27% of annual LMD revenue) is transferred to the City's General Fund to pay for administrative and overhead activities of the City (e.g. telephones; payroll processing; accounts payable; management) attributable to administering the LMD's annual operations.

With all of these actions, the LMD's ending fund balance on June 30, 2017 is projected to be **$793,268**. The LMD's healthy reserve status is evidence the City does not siphon "surplus" monies into its General Fund but uses the special tax revenues for its intended voter purposes. Its monetary existence will be crucial once the drought is over and the LMD examines priorities to replace landscape lost (including adding in more hardscape treatments) from the extreme water conservation measures. The TLC held a meeting on May 23, 2016 to review the proposed LMD budget for FY 2016-17. After discussion and analysis with City staff, the TLC approved both the proposed CPI adjustment (2.70%) and the budget by a vote of 8-0.

C. <u>The Grove Park Fund – No. 211</u>

The Grove Park officially opened to the community on January 12, 2008 and on May 29, 2008, City Maintenance assumed full responsibility for the care and maintenance of The

Grove Park. On Opening Day, the public park immediately became the signature statement of our community, and ever since it has been the popular gathering place for residents and visitors to the Clayton Town Center. Voters originally approved the special parcel tax in November 2006 to maintain the park for 10 years (levy first collected in FY 07-08) so FY 2016-17 constitutes the 10th year of its special assessment revenue existence. In November 2014, the voters overwhelmingly elected (81% positive vote) to extend The Grove Park special property tax for an additional 20 years. Operations for The Grove Park are separately accounted for by the City in a restricted special revenue fund.

The Downtown Park real property assessment will yield approximately $126,350 in the coming year (with the recommended allowable CPI (April-April) tax rate adjustment of 2.70%. This Restricted-Use Fund will receive its tenth and final installment of the very generous $10,000 annual "donation" (for ten years) from the land owners (Endashiian, Inc.), developers of the CVS/Pharmacy store site (formerly Longs Drugs Store). That annual donation is deposited and remains in The Grove Park Fund.

Bolstered by these revenues and interest earnings, the Downtown Grove Park Fund maintains a positive fund balance expected to be approximately $284,305 by the end of FY 2015-16 with equity slightly increasing to **$314,358** at the close of FY 2016-17. Of this projected FY 2016-17 ending fund balance amount, $117,483 sits in the Asset Replacement Reserve approved in the adoption of Measure O, $50,000 in the unallocated stabilization reserve (increasing by $5,000 annually), and $146,875 in unassigned fund balance.

For FY 2015-16, it is projected total expenditures of The Grove Park will be approximately $88,653 offset by revenues totaling $138,925, resulting in a restricted fund operating surplus of $50,272. This surplus primarily arose from actual maintenance labor requirements for FY 2016-17 being less than originally planned for in the adopted FY 2016-17 budget. However, as The Grove Park continues to mature and its public attraction increases, more City Maintenance personnel time is deliberately budgeted to keep it in a condition worthy of the City's signature piece. During the summer and on Concert Series weekends, a part-time Maintenance Worker is assigned to perform routine maintenance and oversight tasks at the Park to ensure this highly-visible asset shines for our community. The nearby municipal well provides the irrigation and non-potable water needs of The Grove Park, which saves considerable taxpayers' monies compared to the metered water prices of Contra Costa Water District.

To continue to meet the operational objectives of The Grove Park, appropriations of $110,497 are being proposed for FY 2016-17. This results in a planned surplus of $30,053, primarily a result of the annual allocation of $5,000 into the restricted stabilization reserve and an additional $18,000 into the asset replacement reserve. The District's total reserves remain sufficient beyond its normal yearly operations. The City

Council may take action after the adoption of the budget to utilize these reserves for additional capital improvements at The Grove Park.

D. <u>Oakhurst Geological Hazard Abatement District [GHAD] – Fund No. 212</u>

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

Due to the restricted amount of voter-approved assessments, the GHAD levies an annual assessment that generally produces the same amount of revenue each year for general geologic hazard abatement purposes within the Oakhurst Development. For FY 2016-17, assessment revenue is projected to be approximately $38,424, which incorporates a CPI increase of 2.70%; it is unlikely property owners within the district would approve a significant rate increase sufficient to arrest or mitigate hillside movements. Interest earnings are essentially non-existent for this Fund ($250), which operates for most of the 12 months in a cash-flow deficit. The assessment revenues are not received by the GHAD [City as its fiduciary agent] until property owners pay their property tax bills in December and again in April each year.

Nominal management expenses proposed for the GHAD this year include $3,000 for City Engineering services (District Manager) and $1,000 allocated for specialized legal services. Although litigation has been settled, the GHAD is still internally assessed a share of the City's General Liability Insurance premium increases propelled by the Oakhurst hillside movement litigation, which served lawsuits against the GHAD as well as the City. This annual expenditure ($16,110 in FY 2016-17) must remain for several years following settlement of the litigation as those defenses pertaining to the GHAD's share of General Fund liability insurance premium expenses still impact the annual calculation of the City's General Liability Insurance premium for that prospective time period.

A base transfer of $6,980 to the City's General Fund for general administrative and clerical support services is standard procedure necessary to sustain the bare existence of the District (17.73% overhead). County administration fees to levy, collect and disburse the District's property tax bill assessment are estimated at $1,200.

As proposed, annual GHAD revenues are marginally insufficient to cover the annual planned expenditures. The annual projected shortfall of **$686** allows little room for unanticipated expenses within FY 2016-17 and necessitates yet another annual, yet minor, draw upon district reserves to fund limited operations. However, the GHAD is projected to end FY 2016-17 with a positive fund balance of **$30,410**.

No capital projects are proposed for the coming fiscal year due to lack of further fiscal resources authorized by vote of the district's real property owners'. Clearly, no geologic hazards can be abated in exchange for $38,424 per year. The GHAD maintains its legal life with the foresight and wisdom that affected property owners might someday wish, or need, to proactively utilize this legal instrument to address hillside movement remediation.

E. Presley GHAD Settlement Fund – No. 213

In 2003 the City and GHAD settled its lawsuit against Presley regarding damages to City infrastructures in the Kelok Way area of the Oakhurst Development. After reimbursement to the City of advanced legal expenses, proceeds from the settlement were retained in a separate fund for use to clean V-ditches in the area, monitor hillside movement and explore mitigation options to protect public infrastructures in the Development. During FY 2010-11, funds were appropriated from this reserve ($110,000) to perform road resurfacings in the Development in conjunction with an annual Neighborhood Street Project (CIP No. 10409).

No monies from this restricted use fund were expended in FY 2015-16 and none are expected in the upcoming FY 2016-17. After the inclusion of projected interest earnings to this fund of approximately $1,500 it is projected this fund will end FY 2016-17 with a positive fund balance of **$123,783**. These monies may yet be tapped for further area repairs to damaged public infrastructure and/or arrest hillside movement in the future, as well as deficit operations.

F. Street Light Fund – No. 214

This fund accounts for the operations of the Clayton streetlight benefit assessment district. This restricted-use street light assessment is collected through the real property tax bill on Clayton residential properties [current assessment ranges from $8.34 - $43.54 per residential unit per year]. Since 1996-97 (for 20 consecutive years), the City **has not requested or increased the rate charged to real property owners** for the public street lights in their neighborhoods. These assessments are restricted for public street light operations and maintenance *within residential neighborhoods.* We expect to realize approximately the same amount in revenues as last year ($125,991) since this assessment can only be increased by affirmative vote of the assessed property owners (Proposition 218 voter requirements). A 10-year trend analysis of our operational experience with these residential street lights reveals the actual cost of electricity and

maintenance expenses fluctuates slightly with a nominal excess or shortfall in revenue, which the Fund's reserve adequately covers in the latter event.

In order to continue providing current services within the existing assessment rate, we expect to slightly draw on existing reserves in FY 2016-17 by approximately **$15,439**. Recurring causes for this functioning deficit are electrical rate increases prompted by PG&E's field audit 8 years ago as to correct tariff categories, in-house labor, electrical parts and supplies, and direct charges for preparation of the Engineer's Report (Engineering).

With a projected opening reserve balance of $122,539 to start FY 2016-17, there is no justification to approach voters to increase this tax assessment. With the projected utilization of fund balance reserves in FY 2016-17, the fund is projected to close FY 2016-17 with a reserve balance of **$107,100**.

It has been 20 years since neighborhood street light benefit assessment rates were raised, and the law is clear voter approval is mandatory to do so. Conversely, should the annual assessment be lowered by City Council action (under a public policy theory that plentiful reserves should become a pseudo rebate to taxpayers), the lowered street light rate is then locked in and cannot return to its higher rate in the next or subsequent years without an affirmative two-thirds vote of the property owners (per Prop 218). It is further noted the reserve position of this fund does not incorporate an amortization program for replacement of aging or deteriorated street light poles, an issue that has been identified by staff requiring replacement of many of the wooden street light poles in FY 2016-17.

G. Stormwater Fund – No. 216

This account manages the special parcel tax (labeled "ERUs" for **E**quivalent **R**unoff **U**nits) levied locally to assist the City in compliance with unfunded State-mandated regulations through our National Pollution Discharge Elimination System (NPDES) Permit. It has been confirmed by case law (previously challenged and lost by southern California cities) that Regional Water Quality Control Boards do indeed have authority to levy unfunded mandates against pollution discharges (cities and counties) by virtue of the federal Clean Water Act and the California Porter-Cologne Water Quality Control Act.

By previous Council action long ago, this real property tax levy was maximized at its allowable cap in year 2000 currently netting the City $81,943 for local use in FY 2016-17 (plus projected interest earnings of $1,500). In reality, the parcel tax generates higher gross revenues ($126,615). However, the following purposes snag portions of the City's local levy before ever touching our local coffers:

Contra Costa [Cities] Clean Water Program	$	26,872	
Commercial Building Inspections by Sanitary District		8,000	
County Auditor-Controller Administrative Fee		3,800	
Reserve Fund for the Clean Water Program		3,000	
Flood Control District Management Expense		3,000	
Total Revenue Offsets:	$	44,672	35.28%

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

The City's 5-year Stormwater Permit (MRP) is issued by the San Francisco Regional Water Quality Control Board. Public agencies, including Clayton, are now under requirements to elevate enforcement, monitoring measures, and treatment projects each year to ensure cleaner stormwaters. This permit, called MRP 2.0, was reissued last November. The permit contains additional and enhanced requirements for cities such as: managing litter that can get into its drainage and creeks from private commercial properties; PCB and Mercury pollutant testing/monitoring; maintenance and enforcement activities; "green infrastructure" which would set forth standards for cities to redirect existing storm drainage water from streets, sidewalks and parking lots and buildings into landscape areas; and enhanced IPM policies, practices and mandatory training and certifications. These additional permit terms will continue to impact the fund's equity. As other cities in the state are experiencing similar funding constraints, discussions are being held state wide to support legislation that would allow for consideration by the voters of a constitutional amendment to Prop 218. If approved by the voters this amendment would allow for fees or assessments for Stormwater to be voted on locally or regionally by majority protest consistent with the method currently allowed for sewer and water rates.

MRP 2.0 requires information to be disclosed by June 30, 2016 to elected officials of the Green Infrastructure (GI) requirements. MRP 2.0 defines Green Infrastructure: Infrastructure that uses vegetation, soils, and natural processes to manage water and create healthier urban environments…, green infrastructure refers to stormwater management systems that mimic nature by soaking up and storing water. GI is designed to capture and reduce existing PCB including background levels, and Mercury. The second objective of GI is to recharge runoff into the ground creating more filtering and more natural infiltration into creeks and waterways. The permit mandates that retrofitting existing impervious surfaces with Green Infrastructure be evaluated, analyzed, planned for costed and reported upon.

The GI has two main elements to be implemented:

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

The Green Infrastructure Plan requirements and deadlines are:

- Prepare a framework or workplan to be approved by the Permittee's governing body by June 30, 2017, and submit it to the SF Regional Water Board.
- Prepare and show estimated costs/budget for a Green Infrastructure Plan and submit it to the SF Regional Water Board with the 2019 Annual Report.

The permit requires that in the 2016 Annual Report each Permittee review current infrastructure (capital improvement) projects, prepare a list of infrastructure projects planned for implementation that have potential for green infrastructure measures, and submit the list with each Annual Report, including:

> *… a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practical during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description for the project and the reasons green infrastructure measures were impracticable to implement.*

The Green Infrastructure Plans are intended to describe how each jurisdiction will, in the coming decades, shift their impervious surfaces and storm drain infrastructure from gray, or conventional, storm drain infrastructure where runoff flows directly in to the storm drain and then to creeks and the Bay, to a more resilient, sustainable system that slows runoff by dispersing it to vegetated areas, harvests and uses runoff, promotes infiltration and evapotranspiration, and uses bioretention to detain, retain, and treat stormwater.

Cities will also be tasked to review and update as necessary their standard engineering designs and planning policies/ordinances to incorporate Green Infrastructure. The Contra Costa Clean Water Program (CCCWP), will provide guidance to the cities for reviewing capital improvement programs and projects, identifying green infrastructure potential, advancing planning and design of potential green infrastructure features, and documenting decisions regarding implementation of green infrastructure.

As noted the current permit contains mandated trash reduction requirements which are met through the implementation of the full trash capture devices. The City has installed and maintains 25 devices in its four Trash Management Areas. Through this effort we have been able to achieve 100% reduction in trash load baseline, and permit compliance. The City of Clayton is one of only a few cities to have already achieved this goal.

However, recent refinements by the SF Regional Water Board to this requirement may require installation and maintenance of additional full trash capture devices to remain in compliance.

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

Such Permit conditions necessitate ever-increasing expenditures which will eventually consume current levy revenues. Initial staff analyses reveal an additional $225,000 to $515,000 in annual costs could someday impact the City's fiscal operations for this state-mandated purpose alone. Only a Proposition 218 voter approval process can increase the levied rates. The failure of the Clean Water Coalition's Proposition 218 ballot in FY 2012-13 to raise levy revenues turned aside a potential $93,700 for use in meeting state unfunded mandates for cleaner storm waters. Since the City reached its parcel levy cap 16 years ago there have been approximately 512 additional permit requirements mandated by the SF Regional Water Board with no increase in revenue to offset the associated costs, thus resulting in the reduction of this Fund's equity reserve.

In the FY 2016-17 budget, the City's stormwater costs under the permit regulations exceed available revenues by approximately $91,739, although the close of FY 2015-16 is expected to incur a lesser annual deficit of **$54,232**. Fortunately for the moment there is projected to be reserve balance of approximately **$99,608** at the start of FY 2016-17 in this restricted-use special revenue, sufficient to cover the projected annual shortfall. The erosion of the Fund's reserve balance over past years is directly a result of added Permit requirements imposed by the Regional Board in 1996 (referred to as "C-3 amendments") MRP (1.0), issued in 2010, and the current MRP 2.0 issued in November 2015, all as "unfunded mandates."

Labor-related expenditures from this Fund in FY 2016-17 ($68,280) cover public works' labor for the City's municipal storm drain system, annual debris clearance of creeks and V-ditches, and proactive measures for the prevention of pollutants into these waters, which ultimately emerge into the San Francisco – Oakland Bay. Educational materials and supplies are also part of this Fund's budget, along with our membership in the Contra Costa County Clean Water Program. Recoverable expenses include that portion of staff time when working on clean water issues, programs, while Regional Water Quality Control Board directives target specific programs (e.g. "diaper" inserts in storm drain inlets) and local enforcement (e.g. fines). City Hall staff (Assistant to the City Manager) expends an inordinate portion of time (approximately one third or more) engaged in the management, administration and implementation of this federal and state mandated program for cleaner runoff waters. As such, the proposed budgeted

transfer of $35,890 to the City's General Fund to partially offset this incurred staff time is reasonable and essential.

As noted previously, the fund is projected to open the fiscal year with approximately $99,608 in reserves, and projects a year-end fund balance on June 30, 2017 of $7,869, a 92% loss in reserves. At this rate, the Stormwater fund will become depleted during or immediately following FY 2017-18 as feared, with the only sources of discretionary funds to patch the mandated gap are General Fund operational monies or use of General Fund reserves.

The monthly street sweeping contract totaling approximately $44,100 in FY 2016-17 is paid through this fund as a program component of cleaner storm waters from street gutters. Partially offsetting revenue is tendered by real property owners through their trash bills projecting to be approximately $38,310. The revenue estimate is slightly lower (13%) than the annual contract fee due to the revolving number of vacant homes in Clayton (closed accounts) and various delinquent and non-paying accounts slicing away at the revenue stream.

Required annual expenditures are absorbed into this fund for engineering services ($5,000) and Other Professional Services ($36,510). Necessary Engineering Services will assist in providing the City's response to the state mandate to perform additional drainage/green infrastructure analysis, evaluation and annual reporting of our mapped "trash management areas", and PCB analysis. The Other Professional Services line item reflect costs associated with state mandated programs involving drainage inlet insert cleanings ($10,000), drainage inlet confined space cleaning ($10,000), creek-side tree trimming ($5,000), drainage inlet inspections and reports ($3,000) and bio-swale inspections and reports for City properties ($2,000). New private construction activities and newer private developments with storm water treatment have been addressed by the City Council to provide methods that are self-supported or cost recovery through the City charges for fees and services, Homeowners Association and/or Benefit Assessment Districts, and therefore do not impact the Storm Water Fund or the City's General Fund.

As a friendly public reminder: public streets and gutters are swept monthly to mitigate roadway pollutants from entering the storm drain system, not for street aesthetics or as the substitute broom for an abutting property owner's sweeping/clearance of leaves and debris from the front and/or side yard curbs of one's property.

H. <u>Measure "J" Fund – No. 220</u>

This special revenue fund originated by revenues from the ½ cent sales tax levy approved by County voters in 1988 (Measure C) to provide regional and local transportation and street improvements, a growth management process, and a regional planning process to address quality of life issues. One of the program components of

the Measure is its "Return to Local Source" monies wherein cities fully complying with the Measure's Growth Management Program (GMP) Checklist are eligible to receive an annual allocation of monies for local streets and roads maintenance. Disbursement of these monies hinges on a city earning and maintaining a certified Housing Element (either by the California Department of Housing and Community Development [HCD] or via self-certification), and filing a biennial Compliance Checklist. The Contra Costa Transportation Authority (CCTA), cities, and the Contra Costa County were successful in 2004 in obtaining voter approval of Measure J, which extended the authorization of the current sales tax in the County for an additional 25 years beyond Measure C's expiration on March 31, 2009. Measure J is now in effect.

A letter from HCD dated December 11, 2014 stated *"The Department is pleased to find the adopted housing element in full compliance with State housing element law"*. With acceptance of our 2014 Compliance Checklist to CCTA for approval, the City is eligible to receive its full Measure J "Return to Local Source" funds for FY 2016-17. This fiscal year the City was informed by CCTA we can expect to receive our pre-committed Measure J "Return to Local Source" FY 2016-17 funds in an amount totaling $277,995. This revenue, which is typically disbursed after the close of the earned fiscal year in the fall, has been earmarked in the FY 2016-17 to fund the 2016 Neighborhood Streets Project in the City's Capital Improvement Program (CIP) Budget.

In addition to this funding, on October 7, 2014 the City signed a cooperative agreement with CCTA and its member cities to receive Program 28a grant funding for Sub-regional Transportation Needs. The grant agreement stipulated that funds will be allocated starting in January 2015, and then each November until 2034 using a 50/50 population and road miles split formula. In FY 20-16-17 the City is set to receive an additional $30,327 per the co-operative agreement.

During FY 2015-16, $131,487 in local source funds were returned to the Measure J fund from the Capital Improvement Program (CIP) fund. These funds were being held in the East Marsh Creek Road Upgrade (CIP 10414) capital project account to address initial design costs pursuant to the adopted FY 2011-12 CIP Budget and City Council action approving the completion of the Old Marsh Creek Road Overlay Project (CIP 10416). Initial planning and design costs associated with CIP 10414 totaling approximately $27,403 to-date were reimbursed by CCTA during FY 2015-16. Pursuant to recommendation by the City Engineer to the City Council on December 1, 2015, CIP 10414 was deemed infeasible and deleted from the CIP budget and the $1.2 million in associated CCTA grant funding was re-directed to the 2016 Arterial Rehabilitation Project (CIP 10437). This projected is expected to be completed during FY 2016-17 and the $1.2 million in projects costs and CCTA grant funding has been incorporated into next year's budget.

It is projected that the Measure J fund will open FY 2016-17 with a positive reserve balance of $511,994, composed of both "Local Source" and "Co-operative agreement" funds. This reserve, in addition to FY 2016-17 Local Source and Co-operative projected revenues totaling $308,322 is being recommended for appropriation for the 2016 Neighborhood Streets Project (CIP 10432). Consistent with the prior year plan in order to use existing Measure J fund reserves for eligible City streets projects, the proposed budget plans to draw down all available reserves and end FY 2016-17 with a zero fund balance.

I. Restricted Grants Fund – No. 230

This account is the repository for State and other subvention grants restricted for the authorized purpose. Given today's nature of state and federal government fiscal health, limited activities and grant monies wind their way to our City.

1. SLESF / COPS Grant Program

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

The FY 2016-17 budget projects the City will receive the minimum $100,000 in funding to continue underwriting costs associated with the City's 11th sworn police officer working patrol in the community as well as to cover costs associated with maintaining the state-mandated secure line for the Police Department.

2. Other Grant Funds

Augmenting the COPS grant monies, this Fund expects receipt of $15,100 in annual revenue from our cable communications franchise company (Comcast) for restricted use in Public, Education & Government (PEG) broadcast services and equipment. The City also anticipates being eligible for and receiving $5,000 in FY 2015-16 CalRecycle grant monies (always received in arrears), $1,000 in

Safety and Loss Control MPA funds, and $2,000 in Avoid the 25 grant funds from the County to reimburse police labor costs associated with that program.
On the expense side of the ledger, $15,000 is needed for the City's portion of the jointly-shared PEG broadcast channel on which our City broadcasts taped meetings of the Clayton City Council and displays other public/community information (Comcast Channel 26). The FY 2016-17 proposed budget also incorporates the full utilization of the Comcast Technology grant balance for much needed technology improvements including the boost of internet speed and implementation of a cloud-based business license renewal and payment solution.

The Restricted Grants Fund is projected to close FY 2015-16 with a fund balance of **$179,714**. This projected fund balance is primarily composed of the following grants: (1) Comcast PEG grant ($151,490), (2) SLESF/COPS grant ($17,690), and (3) California Department of Beverage Control (DBC) FY 2015-16 Recycling grant ($5,000).

J. Development Impact Fees Fund – No. 304

This restricted-use special revenue fund holds the impact fees the City has collected from new developments within the community. Revenues are private development driven and restricted for use on the purpose of the impact fee. Although it is unknown exactly when any proposed development comes "on-line" thereby triggering the payment of these impact fees, staff does not wish to budget for new development to occur and not be realized.

No additional development impact fees are projected to be received by the close of FY 2015-16, as the majority of City development subject to such fees occurred prior to the fiscal year or is planned (if coming to fruition) in future years. The sole revenue source in FY 2015-16 is from interest earnings projected to total $8,000, which is distributed based on the proportional quarterly fund balance of each impact fee account.

During FY 2015-16, it is estimated police impact fees totaling $30,000 will be utilized by the Police Department leaving a balance of approximately $30,000. In the FY 2016-17 the remaining balance of Police Impact Fees is budgeted to address police department operational staffing needs. An additional $45,000 in proposed appropriations are planned to fully utilize the balance of Childcare Impact Fees for eligible local childcare grants overseen by the Community Development Department.

New community development may result in the collection of additional fees, and trigger the necessity to plan new projects to mitigate the increased City costs associated with development expansion. That being said, it is reasonably possible that amendments may be required during FY 2016-17 to appropriately reflect new projects to address the demands of more development. The FY 2016-17 projects a decrease in

fund balance of **$67,180** reflecting the utilization of developer fee reserves for eligible purposes yet still results in an ending projected fund balance of **$507,854**.

PROPRIETARY FUNDS

A further expansion to the General Fund operations of the City, the City Council has created certain funds that meet the requirements of "proprietary funds." There are two types of proprietary funds: internal service and enterprise funds. Internal service funds are used to report activities providing goods or services to other funds or departments on a cost-reimbursement basis. The City maintains two (2) internal service funds to account for the City-wide shared costs associated with self-insurance and capital equipment replacement activities. Enterprise funds are used to report any activity for which a fee is charged to external users for goods or services. The City maintains one (1) enterprise fund to account for the Endeavor Hall facility rental activities. The following section provides a discussion of the fiscal status of each of these proprietary funds.

A. Self-Insurance Internal Service Fund – No. 501

This internal-service fund manages the fiscal obligations of the City's self-insured program for our retention deductible ($5,000 per claim) on initial claims filed against the City for general liability and workers' compensation as well as deductibles for property, auto, and other insured losses incurred by the City. Pursuant to our membership in the Municipal Pooling Authority of northern California ("MPA"; a municipal self-insured/pooled risk excess coverage joint powers authority [JPA]), our City is responsible for payment of the first $5,000 in expense and/or damage on each filed claim. This Fund also handles other periodic legal expenses to defend the City's interest in related cases. A traditional expense incurred by this fund is the annual premium (approximately $1,250) to cover an Employee Assistance Program (EAP), a shared public entity consortium for employee good-health counseling and wellness services benefiting our permanent organization.

Since there is no recurring or systematic replenishing source of revenue, the City Council will periodically authorize one-time transfers of General Fund surplus funds to replenish the internal service fund's reserve balance. The most recent source of such funding was made in FY 2013-14, where the City Council authorized a transfer of $54,154 from General Fund surplus supported by the audited FY 2011-12 financial statements (published during FY 2013-14). This transfer assisted in replenishing losses arising from legal expenses on the Oakhurst Hillside litigation cases beginning in FY 2008-09. With total proposed FY 2016-17 expenditures of $12,250, this fund is projected to utilize **$11,650** in reserves and end with positive net position of **$38,058**. The option to make "replenishment" transfers the Self-Insurance fund can be re-considered annually once General Fund operational results become available after the close of the fiscal year.

B. Capital Equipment Replacement Internal Service Fund (CERF) – No. 502

This fund serves to track depreciation and finance the replacement of City vehicles, computers and other capital equipment. The CERF is projected to open FY 2016-17 with a positive reserve balance of $508,091. Of this projected opening balance, only $129,881 pertains to available cash reserves, with the remainder pertaining to equity resulting from the fund's non-liquid net investment in capital assets. In robust fiscal years, a General Fund annual expense (posted revenue) to CERF of approximately $95,000 was levied internally to this sinking fund in the form of "CERF Charges" to various General Fund departments (e.g. Police; Public Works, Admin/Finance/Legal, etc.). Based on the current annual depreciation expense presented in the FY 2014-15 audited City financial statements the annual depreciation expense of capital equipment was $112,061.

Despite the CERF's funding needs, over the last several budgets (including this one) the General Fund largely suspended its replenishment of this sinking fund contribution due to declining revenues (the economy) and rising uncontrolled fixed costs. In FY 2014-15, based on favorable projected General Fund operating results, additional CERF charges of $40,000 were charged to the General Fund pursuant to the adopted budget. Although this was substantially higher than the average contribution of the General fund over the past 8 years, it still fell far short of the annual depreciation match requirement of nearly $120,000. During FY 2015-16, due to budgetary constraints, no CERF Charges were recovered from the General Fund, with the entire $26,100 balance of CERF Charges coming from other special revenue funds that utilize City-owned vehicles for operations. As the FY 2015-16 General Fund budget did not have the flexibility for CERF funding, a non-recurring transfer ($105,000) from the CIP Fund in accumulated undesignated interest earnings was incorporated into the adopted budget.

Prior to the enactment of Measure B (LMD) by the voters in June 2007, the General Fund of the City was the sole contributor to this vehicle and equipment depreciation schedule. Since the Landscape Maintenance District (LMD) now consumes approximately 52% of Public Works' personnel time, voter-approved Measure B included a CERF expense in the public ballot measure to proportionately assist in the replacement of capital equipment and trucks used in the LMD. The FY 2016-17 CERF budget incorporates CERF charges of $14,500 from the LMD, $2,100 from The Grove Park fund, $1,900 from the Gas Tax fund, and $2,900 from the Stormwater fund. In addition, the FY 2016-17 proposed CERF budget incorporates a $25,000 CERF Charge to the Police Department (General Fund), although this is only a fraction (34%) of the depreciation on police vehicles/equipment incurred in FY 2014-15 alone.

On an annual basis the police and maintenance departments communicate their capital equipment replacement needs to the City Manager. Based on an analysis of funds available as well as the most up-to-date CERF depreciation schedule the feasibility of asset replacement is addressed. The proposed FY 2016-17 CERF budget includes plans

to purchase a new SUV patrol vehicle at an estimated cost of $45,000 to replace the fully depreciated vehicle currently in use.

At the conclusion of FY 2016-17, after the purchase of asset replacements and CERF charges to the various funds and departments, it is projected the CERF will have a positive fund balance of $445,491, of which **$132,281** pertains to cash reserves.

C. Endeavor Hall Enterprise Fund – No. 702

This separate fund was established in the FY 2002-03 adopted budget to track specific revenues and expenses of the million dollar historic Endeavor Hall renovation project. More residents and local organizations continue to discover the advantages of Endeavor Hall for events, meetings, and special occasions, and the budding Clayton Theatre Company recently used the Hall for its fourth year of several fundraising theatrical productions. Facility-use rental fees for FY 2015-16 are projected to land at approximately $22,300, exceeding the adopted budget by nearly $2,000.

Unfortunately, this positive news is offset by the fact that operational expenditures (excluding depreciation of the facility and improvements) are projected to exceed operational revenues by approximately $10,532 by the close of FY 2015-16. Based upon the Endeavor Hall's historical rental performance, we expect the operational shortfall (excluding depreciation expense) to be approximately **$12,230** in FY 2016-17. As the average renter of Endeavor Hall generated approximately $850 in rental income in FY 2015-16, all that is necessary for this Fund to break even in operation (excluding the impacts of depreciation expense) next year is an average of 1.20 more rentals per month.

For FY 2016-17, minimal City maintenance labor ($20,000) is projected for upkeep of the facility, and planted with annual color plants sufficient to keep it desirable for the rental community. Naturally, when vandalism occurs to the Hall extra expenses are incurred to make the necessary repairs. Total proposed (non-labor) operational and maintenance expenses in FY 2016-17 are budgeted at $16,480. Depreciation expense in this fund is projected to remain consistent at $37,000 in FY 2016-17.

During FY 2015-16 action was taken by the City Council to assign $25,863 in General Fund FY 2014-15 surplus reserves for much needed facility repairs and replacements at Endeavor Hall. Specific activities funded by this action included: repainting of the exterior and interior walls, refinishing the oak wood flooring, and resealing the concrete walkway. These urgent improvements to the facility are a prime example of the periodic financial support needed from the General Fund for capital improvements/replacements as Endeavor Hall operations are not yet self-sustaining. As past rental experiences generate positive word of mouth promotion and expand the customer base, staff is hopeful Endeavor Hall operations will eventually become self-sustaining.

FIDUCIARY FUNDS

Tracked by the City and included herein for reference, Fiduciary Funds of the City are not typically considered part of one's "budget" since the City essentially serves as the fiscal conduit (fiscal agent) to collect the previously-approved assessments and then pay the incurred obligations. No underlying debt obligation of the City is assumed in administering the fiscal transactions of these funds. With secured sources of income, these Funds are not held hostage to the volatility of general governmental purpose revenues or state government shenanigans. Fiduciary Funds often operate with negative cash flow balances and therefore can have interest charges applied for temporary reliance on the use of pooled reserves to underwrite their annual operations.

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

This assessment is levied against specified private property parcel owners in the High Street area to maintain the bridge constructed on behalf of the owners to serve their private real properties. The High Street Bridge project is repaid over thirty (30) years, with debt finally being retired in 2029. This fund incurs minimal annual expenses for its share of the county's property tax administration fees and includes property tax revenues levied on public property contained within that special assessment district. The fund will continue to assess annual levies against covered parcels within the district until the underlying long-term obligation is fulfilled. After incorporating any pre-payments by district members, the outstanding liability (principal and interest) of the district will be approximately $18,821 as of June 30, 2016. In FY 2016-17 the assessed levy is projected to be $1,754 to cover debt service and contribute to the annual bridge maintenance reserve. This fund is projected to close FY 2016-17 with a positive reserve balance of **$5,624** for future bridge maintenance of the district.

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

This benefit assessment district is levied against specified private property parcel owners in the Oak Street area to maintain the bridge constructed on behalf of the owners to serve their private real properties. The Oak Street Bridge project is repaid over twenty (20) years with its debt ultimately retired in 2019. This fund incurs minimal annual expenses for its share of the County's property tax administration fees and includes property tax revenues levied on public property contained within that special assessment district. The fund will continue to assess annual levies against covered parcels within the district until the underlying long-term obligation is fulfilled. After incorporating any pre-payments by district members, the outstanding liability (principal and interest) of the district will be approximately $11,940 as of June 30, 2016. In FY 2016-17 the assessed levy is projected to be $6,150 to cover debt service, county property tax administrative costs, City administrative costs and to contribute to the annual bridge maintenance reserve. This fund is projected to close FY 2016-17 with a positive reserve balance of **$26,700** for future bridge maintenance of the district.

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

Established and funded solely by private property parcel owners along south Lydia Lane, this infrastructure improvement project included a municipal sewer main line, lateral connections to the homes plus an associated street overlay. The project was funded by the private property parcel owners since they "opted out" of inclusion in the original Project Area since dissolved Redevelopment Agency (RDA). As a result of opting out of inclusion, they were ineligible to receive RDA funds to address public health and safety blight through the installation of a municipal sewer line to eliminate their private septic tank systems. The project was completed in 2003 with bonds issued by the City for repayment by the district over a thirty (30) year life maturing in 2032. Parcel assessments are projected to produce $17,800 in FY 2016-17. Debt service payments for FY 2016-17 total $15,400 or 83% of the district's annual expenses. The principal balance of the bonds will be $168,325 as of June 30, 2016. This fund is projected to close FY 2016-17 with a positive reserve balance of **$78,900** for future sewer maintenance of the district.

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

This neighborhood sewer project was completed in 2004. The former Clayton Redevelopment Agency paid for a portion of the project (50%) under its mission to eliminate public health and safety concerns, and the adjacent real property owners agreed to annual parcel assessments for the balance of the capital expense. The principal balance of the district debt is will be $101,000 as of June 30, 2016, which will be paid off in FY 2027-28. Annual parcel assessments are projected to produce $11,528 in district revenue in FY 2016-17. Debt service payments for FY 2016-17 total $10,028 or 85% of the district's budgeted expenses. The fund is projected close FY 2016-17 with a positive reserve balance of **$4,563** for future sewer maintenance of the district.

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

This is the fourth fiscal year for the establishment and inclusion of a new fund to manage the assessment district for the relatively newly-inhabited Diablo Estates at Clayton subdivision on the former Seminary Hill off Regency Drive. This 25 lot residential subdivision levies itself through the City for monies to oversee the private infrastructures, landscape and open grassy areas in the subdivision. The fund functions essentially as a depository account from which the City contracts with and pays for a property management company to actually perform and execute the subdivision maintenance and infrastructure repairs.

In FY 2016-17 the assessment revenue is projected to be approximately $79,892. The primary FY 2016-17 expense of the district pertains to costs associated with the property management firm contract ($52,900). The fund is projected to close FY 2016-17 with a positive reserve balance of approximately **$96,787** primarily retained for future infrastructure replacements of the district.

F. Clayton Financing Authority – Fund No. 405

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

Arising from matters associated with the Oakhurst Development Project, the CFA held title to a 1-acre parcel located at the southwest corner of the Clayton Road-Oakhurst Drive-Center Street intersection. In October 2006, the CFA sold the real property for $800,815 to a commercial developer (Endashiian, Inc.), which ultimately led to the construction and opening of the former Longs Drug Store at this location (now CVS/Pharmacy). A small portion of these monies was used in the 2008 park renovations at Clayton Community Park (tot lot and picnic facility improvements). In addition, during FY 2012-13, the CFA Board of Directors authorized the use of a portion of these discretionary funds to help finance the City's 2013 Neighborhood Street Project (CIP 10417). No expenditures were appropriated in the FY 2015-16 budget nor have been planned in the proposed FY 2016-17 budget.

The projected opening fund balance of $709,388 is expected to be increased during FY 2016-17 by approximately $8,000 resulting in an ending fund balance of **$717,388** as of June 30 2017 (89.5% of original principal).

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

As its name implies, this fund manages the annual collection of the real property special parcel tax that helped finance the construction of the Diablo View Middle School, a 2007 and 2013 recognized CA Distinguished School. During FY 2007-08 the outstanding district debt was refunded to obtain a lower interest rate on the remaining principal (see Fund No. 422). This was a City-initiated transaction which resulted in lower annual payments for the assessed real property owners of this district (Oakhurst Development properties). The remainder of district budgeted expenses pays for required debt administration costs.

Professional bond trustee administration fees are incurred to manage the retirement of the district's debt. In FY 2016-17 debt service payments on the 1997 local obligations total approximately $396,347 after the application of a debt service credit from the CFA estimated to be $86,000 after applying savings arising from the bond refunding. Without the application of the debt service levy credit, total regular scheduled debt service on the 1997 local obligations would be $482,347 in FY 2016-17.

Consistent with past years, in FY 2016-17 the projected special parcel tax revenue of approximately $401,802 is less than expenditures as it incorporates a levy reduction credit of approximately $116,000 ($86,000 CFA debt service credit and $30,000 district reserves use). This levy reduction has been implemented annually to gradually apply savings resulting from the bond refunding. When compared to the prior year district special tax levy, FY 2016-17 reflects a levy reduction of $4,000 to be shared amongst the district tax payers. The district is projected to close FY 2016-17 with a positive reserve balance of **$364,415**.

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

In 1997 the Clayton Financing Authority (CFA) issued $7.16 million in Special Tax Bonds to finance in part the construction of the Diablo View Middle School (see Fund No. 420). Approximately $5.285 million remained outstanding on the debt carrying a final maturity date of 2022. In May 2007 the CFA's Board of Directors (City Council) determined it was financially advantageous to the Oakhurst Development real property owners for the CFA to refinance the outstanding debt to achieve savings in annual debt payments. Upon its issuance the refunding action captured a savings of $600,000 to the Middle School Community Facilities District 1990-1 (CFD 1990-1) saving individual property taxpayers approximately $20 - $51 per year. Bond interest rates fell from the range of 5.25% - 5.90% down to 3.5% - 4.2%. As the CFA is the owner of the 1997 local obligations (debt of Fund No. 420), the 2007 Refunding Bonds are ultimately secured by the annual special parcel tax levy from CFD 1990-1 and the corresponding annual payment on the 1997 local obligations.

Debt service payments on the 2007 refunding bonds total $417,119 in FY 2016-17. Payments received pertaining to the 1997 local obligations from CFD 1990-1 will be sufficient to meet the required 2007 refunding bonds debt service. Consistent with the prior year, the fund is projected to utilize reserves in order to apply a debt service credit to the FY 2016-17 CFD 1990-1 special parcel tax levy (See Fund No. 420). A systematic and gradual utilization of reserves (bond refunding savings) is planned through the maturity of the 2007 refunding bonds. The fund is projected to close FY 2016-17 with a positive reserve balance of **$599,535**.

I. Successor Agency – Fund No. 615

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

Court indicated that all RDAs in the State of California were to be dissolved and cease operations as a legal entity as of February 1, 2012.

On January 11, 2012, the City Council elected to become the Successor Agency to the former RDA in accordance with AB IX 26 as part of City Resolution 03-2012. As a result of the restrictions placed on the assets and liabilities of the former RDA, the balances were transferred to a private purpose trust fund (Fund No. 615) on February 1, 2012.

Under the new law, Successor Agencies in the State of California cannot enter into new projects, obligations, or commitments. Subject to the control of a newly established oversight board, remaining assets can only be used to pay enforceable obligations in existence at the date of dissolution. Since FY 2011-12, Successor Agencies are only allocated revenue in the amount that is necessary to pay the estimated annual installment payments on enforceable obligations of the former redevelopment agency until all enforceable obligations of the prior RDA have been paid in full and all assets have been liquidated.

On an annual basis, in accordance with dissolution law, the Successor Agency prepares a Recognized Obligation Payment Schedule (ROPS) outlining all of the funding requirements for upcoming fiscal year. The ROPS must be approved by the Oversight Board to the Successor Agency via resolution and be submitted to the California Department of Finance (DOF) for approval. After a thorough review by the DOF and their subsequent approval, funding for the obligations on the ROPS is received from the County Auditor Controllers office each January and June.

For FY 2016-17, the Successor Agency anticipates total expenditures of $1,115,996, of which 36% pertains to annual debt service on the 2014 Refunding Tax Allocation Bonds (TABs). In the DOF's determination letter approving the 2016-17 ROPS, the $475,000 balance of the Clayton Fire Station Note was finally approved for repayment to the City of Clayton (General Fund). It is expected this repayment will occur sometime in July 2016, after the first ROPS payment is received in June 2016. Through the ROPS process described above, it is projected that the Successor Agency will receive revenues totaling $106,915 in FY 2016-17. This is insufficient to cover operational expenditures of the Successor Agency because the DOF has directed that all interest and fiscal agent fees pertaining to the 2014 Refunding TABs be paid for using existing bond reserves, until such reserves are extinguished. Furthermore, subsequent to the approval of the All Other Funds Due Diligence Review (AB 1484) during FY 2015-16, the DOF has ordered the Successor Agency to first use any existing cash reserves before receiving additional ROPS funding for enforceable obligations. At the close of FY 2016-17, it is expected the Successor Agency will close with a positive reserve balance of approximately **$225,455**. It is expected the DOF's mandated use of these Successor Agency cash reserves will result in the balance being nearly entirely diminished by the close of FY 2018-19.

J. Successor Housing Agency – Fund No. 616

Similar to the Successor Agency as described previously, this fund was created as a result of the dissolution of the City's former redevelopment agency (former RDA) pursuant to AB 1X 26. Through the adoption of Resolution 03-2012 the City Council elected to retain the affordable housing assets of the former RDA in accordance with Section 34176 of the California Health and Safety Code.

All monies in the former RDA's Low and Moderate Income (LMI) Housing Fund were transferred on the dissolution date (February 1, 2012) to the City's Successor Housing Agency Fund (No. 616). In accordance with the law, the Successor Housing Agency is separate and distinct from all other funds and accounts of the City, to hold, administer and spend the monies in the transferred Housing Fund to perform Housing Functions consistent with the Dissolution Act.

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

Due to the uncertainty involved in the dissolution process in the past several years, housing functions of the Agency have been largely suspended, with the exception of loan transactions initiated by residents of Low-Moderate income housing units within the Successor Housing Agency's current inventory. As such, for FY 2016-17, this fund is projected to incur expenditures totaling only $10,000 in relation to special legal services involved in the Stranahan subdivision affordable housing loan administration program. Total revenues for FY 2016-17 are projected to come in at $94,400, which pertains primarily to the $86,400 loan repayments from Diamond Terrace, which matures in FY 2030-31. At the close of FY 2016-17, it is projected the Successor Housing Agency will report a positive reserve balance of **$741,878** restricted for future program activities of the City's low-moderate housing program.

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

With the demise of former RDA monies for capital improvement projects, the City now has limited financial capacity to complete key capital improvement projects. In more recent years, CIP projects have been primarily funded by gas tax, Measure J, as well as local, state and federal grant programs.

FY 2015-16 Capital Improvement Program Projections

The adopted FY 2015-16 CIP budget incorporated appropriations of $1,696,863 split between four different funded CIP projects. Subsequent to the adoption of the budget, however, new projects can be incorporated into the CIP budget and circumstances can arise requiring the deferral of planned projects into the following fiscal year. The following projects were underway or completed during FY 2015-16 which are projected to have invested **$977,981** in capital improvements (including design costs) by the close of the fiscal year.

1. ADA Compliance Program (CIP No. 10394A)
   Each fiscal year the City sets aside $6,000 of its annual Gas Tax revenues to build up sufficient revenues to perform handicap ramp corner curb cuts on public sidewalks. In addition to installing these ADA ramps where none exist, federal standards over ramp specifications were modified in July 2008 requiring revamping of existing ramps when street or sidewalk projects are installed in the adjacent area. These monies may also be used to repaint and remark existing ADA public parking spaces to current standard. The City's Gas Tax fund (201) transferred $6,000 to this project account during FY 2015-16. The projected reserve balance of this project is **$16,800** as of June 30, 2016.

   Projected Capital Related Expenditures in FY 2015-16: **None**

2. Utility Undergrounding Project (CIP No. 10397)
   Each year, PG&E is required by the Public Utilities Commission to set aside funds for the undergrounding of overhead utility lines. The money set aside is distributed by PG&E to local agencies on a proportional basis. Since the cost of undergrounding is so high (minimum of $1,000,000 for 300 feet or so), this project was created to accept and accumulate these funds until enough is available to undertake a project. Typically, PG&E will allocate $21,000 to the City's Rule 20A project account annually. In addition to the annual allocation, a letter received from PG&E dated May 31, 2015 specified a 5 year advance borrowing of $104,960 is available. Including the FY 2015-16 annual allocation estimate total estimated reserves available for a utility undergrounding project will be approximately **$404,640** as of June 30, 2016. No project expenditures were either planned or incurred during FY 2015-16.

   Projected Capital Related Expenditures in FY 2015-16: **None**

3. Cardinet Trail Restoration Project (CIP No. 10421)
   This project was originally established as part of the FY 2011-12 CIP budget for the construction of creek bank reinforcements and performance of trail restoration work along Cardinet Trail locations to repair damage caused by creek erosion. The CIP budget authorized $75,000 in funding from the Landscape Maintenance District (210). During FY 2015-16, under recommendation of City Engineer, the City Council passed a resolution declaring a local emergency condition existed arising from the damaged Cardinet Trail authorizing a contract for emergency repair work. Due to the urgency of this project, it is expected this project will be complete by the close of FY 2015-16.

   Projected Capital Related Expenditures in FY 2015-16: **$75,000**

1. El Molino Drive Sanitary Sewer Improvements Project (CIP No. 10422)
   This project was originally established as part of the FY 2011-12 CIP budget to construct modifications to existing sanitary sewer mains to prevent potential sewer overflows in areas adjacent to Mt. Diablo Creek. The project would entail pipe enlargement and construction of a bypass line in El Molino Drive. Total estimated project costs of $317,800 were originally authorized to be funded from a transfer of excess reserves in the Downtown Economic Development project account. An agreement has been reached with the City of Concord for it to pay for this improvement project from its joint sewer enterprise fund wherein property owner parcel assessments in Clayton are deposited. To-date, this project has only entered the engineering planning and design phase, but it is expected construction will commence starting in FY 2016-17.

   Projected Capital Related Expenditures in FY 2015-16: **$2,500**

2. 2015 Neighborhood Street Project (CIP No. 10424)
   The scope of this project involved pavement resurfacing and treatment on various streets throughout the City with sub-par pavement condition indexes as rated in the latest pavement survey overseen by the Metropolitan Transportation Commission (MTC). In total, seventeen (17) streets were incorporated into the scope of this project and received pavement rehabilitation. After initial design and planning costs being incurred during FY 2014-15, construction activity took place and was completed during FY 2015-16. Once complete, total project costs of $825,532 were funded by the sources summarized on the following page:

Gas Tax	$ 400,171
Gas Tax (ADA - CIP 10394A)	28,000
Measure J (Per capita)	15,094
Measure J (Co-op 28A)	362,058
CCWD	20,160
Interest Earnings	49
Total	**$ 825,532**

Projected Capital Related Expenditures in FY 2015-16: **$793,749**

3. Collector Street Rehab Project (CIP No. 10425)
   The scope of this project includes pavement resurfacing and treatment on various collector streets throughout the City and entered the initial planning and design phase in FY 2014-15. This project is to be funded by federal Local Street and Road Shortfall Fund monies (STP monies) totaling $385,000 expected to be received in FY 2016-17. This federal grant requires a local match of 11.5%, for which Gas Tax monies were appropriated totaling $45,000. The STP federal grant monies can only be used on a collector or arterial street (rather than on a residential local street). Preliminary internal plans envision Keller Ridge Drive since work on the previously contemplated street, Regency Drive, was completed in FY 2012-13. By the close of FY 2015-16, it is estimated project costs to-date will be $40,000. Construction is projected to be underway in FY 2016-17.

   Projected Capital Related Expenditures in FY 2015-16: **$25,000**

4. 2016 Arterial Street Rehab Project (CIP No. 10437)
   This CIP project was established during FY 2015-16, subsequent to the adoption of the budget. The scope of this project is to take advantage of Measure J grant program that could provide up to $1.2 million in transportation network improvements to the City. Given the continuously growing volume of commuter traffic the City has experienced on its arterial streets, an investment in the community on street widening, bike lanes, shoulders and pedestrian paths could be immensely beneficial for the City. In addition, given the length of time it would take to accumulate $1.2 million in reserves from other ordinary revenue sources (i.e. Gas Tax and per-capital Measure J), this grant funding would allow the City to commence work on needed transportation infrastructure improvements much sooner. To-date, this project has only entered the engineering planning and design phase, but it is expected construction will commence in FY 2016-17.

   Projected Capital Related Expenditures in FY 2015-16: **$40,000**

5. LED Retrofit Project (CIP No. 10438)
   This CIP project was established during FY 2015-16, subsequent to the adoption of the budget. The scope of the project involved retrofitting of certain existing City-owned cobra head arterial streetlights to LED fixtures under PG&E's Turnkey Replacement Program. The City Council authorized a contract with PG&E for this project in July 2015, specifying the retrofitting of 95 remaining City cobra-head street lights. Benefits realized by the City from project include: reduced energy costs, lowered maintenance costs, improved lighting quality, reduced light trespass, enhanced controllability, and reduced emissions. Project costs were funded by unassigned CIP interest earnings in accordance with City Council direction. This project was both approved by the City Council and completed during FY 2015-16.

Projected Capital Related Expenditures in FY 2015-16: **$41,732**

FY 2016-17 Capital Improvement Program Proposed Budget

Due to several projects summarized previously only entering the planning stages during FY 2015-16, any planned expenditures for these projects not incurred by year end are being rolled forward and re-appropriated into the FY 2016-17 CIP budget. Including these rolled-forward appropriations, the following projects are expected to be underway resulting in total projected expenditures of **$2,919,565** in FY 2016-17.

1. ADA Compliance Program (CIP No. 10394A)
   As noted previously, each fiscal year the City sets aside $6,000 of its annual gas tax revenues to build up sufficient revenues to perform handicap ramp corner curb cuts on public sidewalks. In addition to installing these ADA ramps where none exist, federal standards over ramp specifications were modified in July 2008 requiring revamping of existing ramps when street or sidewalk projects are installed in the adjacent area. These monies may also be used to repaint and remark existing ADA public parking spaces to current standard. No project expenditures are planned yet for FY 2016-17 as the City intends to build upon reserves in this project account for greater projected future project costs. At the close of FY 2016-17, including the annual $6,000 contribution from the Gas Tax fund, it is projected this project account will have a balance of approximately **$22,800** as of June 30, 2017.

Projected Capital Related Expenditures in FY 2016-17: **None**

2. Utility Undergrounding (CIP No. 10397)
Each year, PG&E is required by the Public Utilities Commission to set aside funds for the undergrounding of overhead utility lines. The money set aside is distributed by PG&E to local agencies on a proportional basis. Since the cost of undergrounding is so high (minimum of $1,000,000 for 300 feet or so), this project was created to accept and accumulate these funds until enough is available to undertake a project. Typically, PG&E will allocate $21,000 to the City's Rule 20A project account annually. In addition to the annual allocation, a letter received from PG&E dated May 31, 2015 specified a 5 year advance borrowing of $104,960 is available. Including the FY 2015-16 annual allocation estimate total estimated reserves available for a utility undergrounding project will be approximately **$404,640** as of June 30, 2016. No project expenditures were neither planned nor incurred during FY 2015-16.

Projected Capital Related Expenditures in FY 2016-17: **None**

3. El Molino Drive Sanitary Sewer Improvements Project (CIP No. 10422)
This project was originally established as part of the FY 2011-12 CIP budget to construct modifications to existing sanitary sewer mains to prevent potential sewer overflows in areas adjacent to Mt. Diablo Creek. The project would entail pipe enlargement and construction of a bypass line in El Molino Drive. Total estimated project costs of $317,800 were originally authorized to be funded from a transfer of excess reserves in the Downtown Economic Development project account. An agreement has been reached with the City of Concord for it to pay for this improvement project from its joint sewer enterprise fund wherein property owner parcel assessments in Clayton are deposited. Work on the bypass portion is expected to commence and be complete by the end of the fiscal year.

Projected Capital Related Expenditures in FY 2016-17: **$315,300**

4. Collector Street Rehab Project (CIP No. 10425)
As noted previously, the scope of this project includes pavement resurfacing and treatment on various collector streets throughout the City and entered the initial planning and design phase in FY 2014-15. This project is to be funded by federal Local Street and Road Shortfall Fund monies (STP monies) totaling $385,000 expected to be received in FY 2016-17. This federal grant requires a local match of 11.5%, for which Gas Tax monies totaling $45,000 were previously appropriated. The STP federal grant monies can only be used on a collector or arterial street (rather than on a residential local street). Preliminary internal plans envision Keller Ridge Drive since work on the previously contemplated street, Regency Drive, was completed in FY 2012-13.

It is projected an additional $30,000 in gas tax funds will be necessary during FY 2016-17 to complete the rigorous design and bid requirements of the federal grant application process. This project is expected to be completed during FY 2016-17. As such the FY 2016-17 proposed budget includes **$420,000** in appropriations for this project bringing total project costs to an estimated $460,000.

Projected Capital Related Expenditures in FY 2016-17: **$420,000**

5. 2016 Neighborhood Street Project (CIP No. 10432)
   The FY 2016-17 Proposed Budget includes projections on ending fund balances for both the Gas Tax (201) and Measure J (220) funds as of June 30, 2016, as well as corresponding fund revenue projections for the upcoming fiscal year. Utilizing figures provided by the League of California Cities as well as Contra Costa Transportation Authority, it is projected there will be gas tax and Measure J funds of $233,029 and $791,236 respectively, to help finance the 2016 Neighborhood Streets Program. As such, as a placeholder project, the proposed budget includes in appropriations for this project and assumed the project will be completed by the end of the fiscal year.

   Projected Capital Related Expenditures in FY 2016-17: **$1,024,265**

6. 2016 Arterial Street Rehab Project (CIP No. 10437)
   As noted previously, the scope of this project is to take advantage of Measure J grant program that could provide up to $1.2 million in transportation network improvements to the City. Given the continuously growing volume of commuter traffic the City has experienced on its arterial streets, an investment in the community on street widening, bike lanes, shoulders and pedestrian paths could be immensely beneficial for the City. In addition, given the length of time it would take to accumulate $1.2 million in reserves from other ordinary revenue sources (i.e. Gas Tax and per-capital Measure J), this grant funding would allow the City to commence work on needed transportation infrastructure improvements much sooner. This project is expected to enter the construction phase and be completed by the end of the fiscal year.

   Projected Capital Related Expenditures in FY 2016-17: **$1,160,000**

PUBLIC EMPLOYEES RETIREMENT PENSION SYSTEM

A Brief History

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

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

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

Acting in advance of this Act and most public agencies, the City created a Tier 2 Plan for employees new to the City commencing January 2011 for all new hires of the City. To further mitigate its unfunded liability exposure, the Clayton City Council took action in March 2012 to prohibit all future local elected officials (e.g. city council members) from becoming members of the CalPERS pension plan. In FY 2016-17, two (2) of the five (5) Clayton City Council Members are not members of CalPERS and therefore pay into the Social Security federal program.

Categories of Pension Plans and Composition

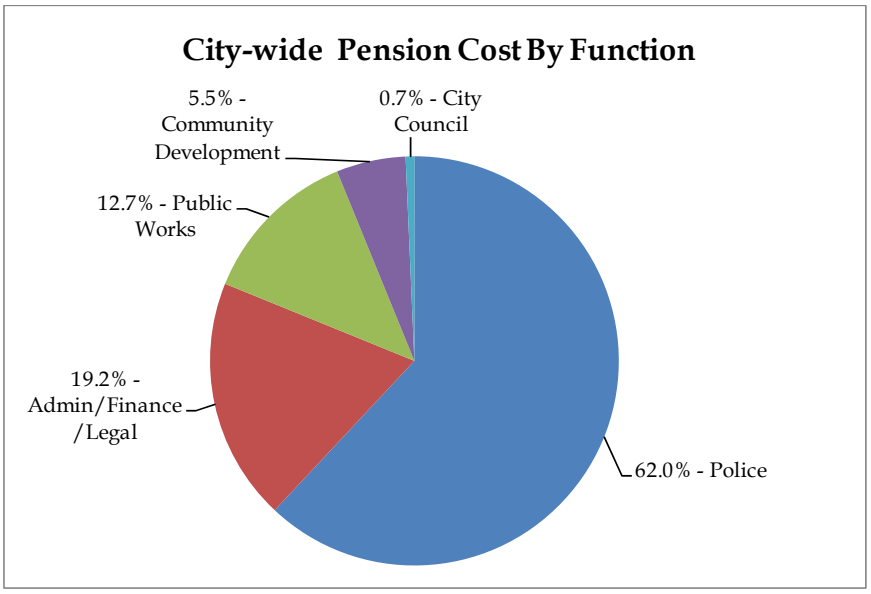
As a consequence of the actions taken as described above, the City of Clayton now has three (3) separate CalPERS pension plans for its employees:

1. Tier 1 "Classic" – This plan covers existing City employees prior to January 2011. No future employee of the City can ever become a Tier 1 Plan enrollee; this pool of existing employees will shrink in number as these employees move to other employment or retire from the City. The benefit formula for Public Safety Tier 1 members is 3% @ 55 and the benefit formula for Miscellaneous Tier 1 members is 2% @ 55. The City makes employee contributions on behalf of Tier I employees, which are classified as *Employer Paid Member Contributions* or "EPMC" by CalPERS. In accordance with labor agreements currently in place, for FY 2016-17 the City-paid EPMC is 3% for Public Safety plan members and 7% for Miscellaneous Plan Members. In FY 2016-17 employer contribution rates (excluding EPMC) for Tier 1 employees will be 16.656% and 8.377% for Safety and Miscellaneous Plan Members, respectively.

2. Tier 2 "Classic" – This Plan covers City employees hired during January 2011 through December 2012, plus any new employee to our City that comes from an employer enrolled in a CalPERS pension system (without a break in service longer than 6 months). The benefit formula for Public Safety Tier 2 members is 2% @ 50 and the benefit formula for Miscellaneous Tier 2 members is 2% @ 60. Employees are responsible for paying 100% of their employee contribution, which is 9% for Public Safety plan members, and 7% for Miscellaneous Plan Members. In FY 2016-17 employer contribution rates for Tier 2 employees will be 14.785% and 7.159% for Safety and Miscellaneous Plan Members, respectively

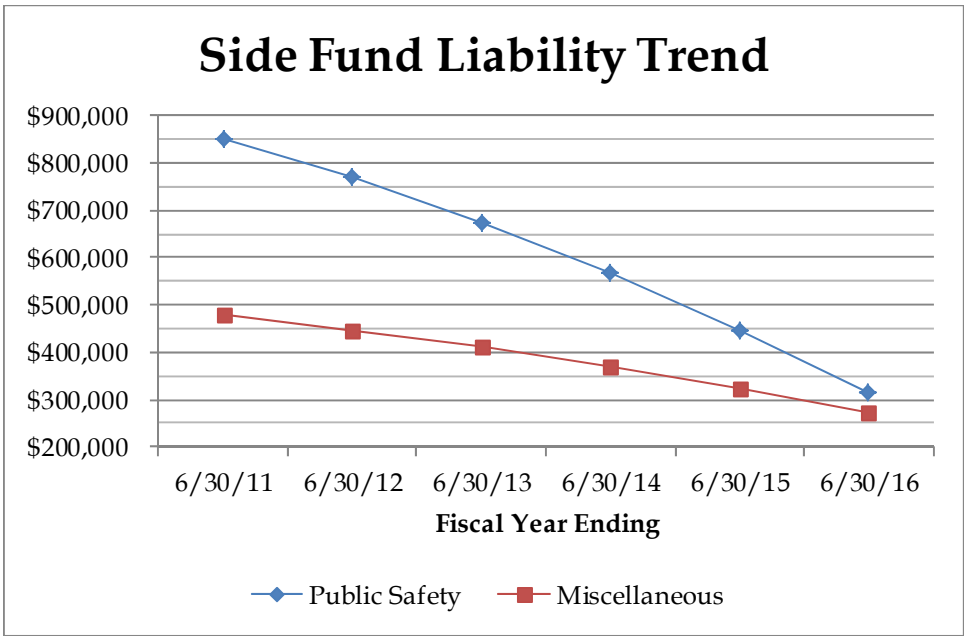
3. Tier 3 "PEPRA" – This plan (aka the "Brown Plan" named after its originator, Governor Jerry Brown). This Plan automatically covers any new employee to our City not previously a member of CalPERS. The benefit formula for Public Safety Tier 3 members is 2.7% @ 57 and the benefit formula for Miscellaneous Tier 3 members is 2% @ 62. In FY 2015-16 employer contribution rates for Tier 3 employees will be 11.153% and 6.555% for Safety and Miscellaneous Plan Members, respectively

The following chart summarizes the city-wide spread of the City's pension cost projected for FY 2016-17:



<u>The Side Fund</u>

In the spirit of that discussion and to provide proper transparency of the City's fiscal position, the following chart is offered summarizing the historical trend of the City's unfunded side-fund liability. These figures were obtained using the most current actuarial data supplied to the City by CalPERS in the annual funding actuarial reports:



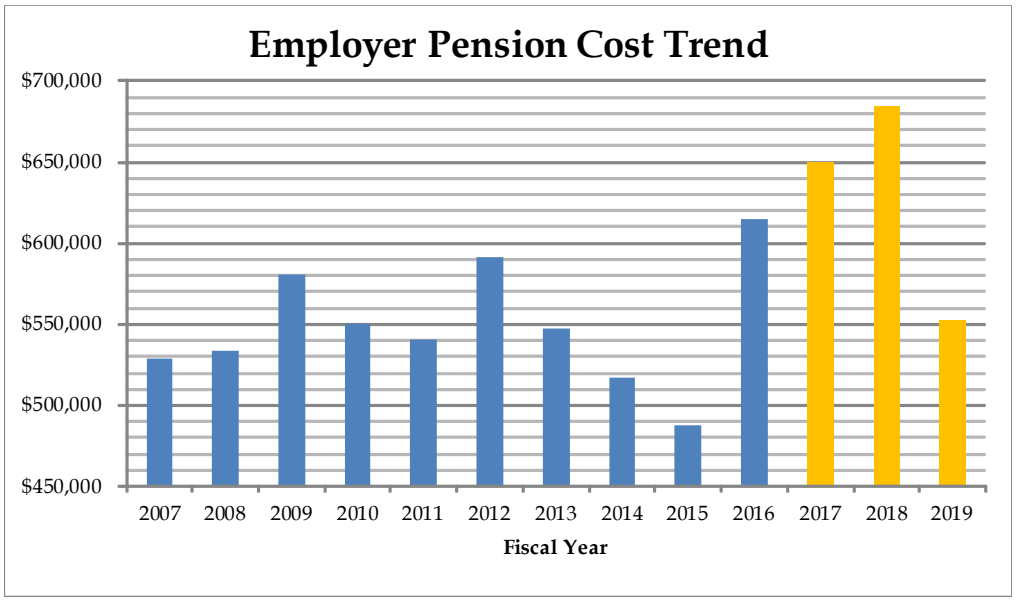
The Side-Fund unfunded liability is the amount the City's CalPERS actuary annually determines is owed in addition to current payment. As illustrated in the chart, the side-fund has gradually reduced over the past several years. In the aggregate (Safety and Miscellaneous), the liability is being amortized (paid down at approximately $185,000+ per year as of FY 2015-16) following the new fixed dollar billing policy CalPERS implemented in FY 2015-16 discussed in the following section.

Actuarial projections show that the Side Funds will be eliminated over the next few years. Specifically, per the latest CalPERS actuary report available (June 30, 2014 providing the FY 2016-17 required contributions), the Miscellaneous Side-Fund had a remaining amortization period of 4 years, and the Safety Side Fund had a remaining amortization period of 2 years. As a result of these remaining amortization periods, the actuarial reports project substantial drops in the Miscellaneous and Safety employer pension contributions starting in FY 2020-21 and FY 2018-19 respectively.

Impacts of Statutory Pension Reform – Short and Long-term

As described in the General Fund Expenditures Section previously, since the adoption of PEPRA and due to measures taken by the City in 2011 to create a Tier 2 employee group prior to PEPRA, savings were realized the City (and most similar CalPERS participating agencies) over the past several fiscal years. These savings were realized by the City of Clayton through the gradual attrition of several Tier 1 "Classic" employees with less expensive Tier 2 and Tier 3 (PEPRA) enrolled employees.

However, starting in FY 2015-16, in an attempt to "re-capture" these savings realized by the City and numerous other participating agencies, CalPERS began billing for the unfunded portion of the City's Tier 1 pension liabilities as a fixed dollar amount as opposed to the "percentage of payroll" method applied in prior years up until FY 2014-15. The following chart summarizes the trends in employer pension cost for the past ten years and projections for the next three year:



Note: This chart incorporates the existing police officers employee agreement effective through FY 2017-18 but status quo on the miscellaneous employee agreement which expires on July 1, 2016.

As the chart demonstrates, arising from the implementation of PEPRA in 2013, substantial savings were realized by the City through FY 2014-15. In FY 2015-16, with CalPERS implementing fixed dollar billings for the unfunded liability, the City experienced a substantial increase in required pension contributions (which was successfully absorbed into a balanced budget). The significant drop in pension cost in FY 2018-19 is attributable to the full amortization of the Safety Tier 1 Side Fund. The total amount of monies in the proposed budget that is projected to be required to pay CalPERS retirement contributions in FY 2016-17 is $649,836 across all City funds. Of this amount, over **57%** pertains to CalPERS fixed dollar billings for the unfunded liability.

On a positive note, as outlined in the Side-Fund section and as demonstrated by the Employer Pension Cost Trend chart, CalPERS projects the City will begin to realize substantial employer pension cost savings once the Side Fund obligations become fully amortized starting in FY 2018-19. In addition, the City's implementation of the new Tier 2 and Tier 3 plans have provided a permanent solution to the problem of continuously escalating employer pension costs faced in prior years.

Summary of Pension Analysis

The purpose of this information is not to diminish or dismiss the seriousness of the unfunded liability retirement debate, and certainly the City's current amount of side fund unfunded pension liability is not insignificant. Acknowledging the importance of curbing the growth of unfunded liabilities steps were taken by the City to mitigate the issue prospectively by reorganizing the retirement groups. As a result of this

restructuring and annual payments made by the City towards the unfunded liability, the City's unfunded status has been trending downward, not upward. What is critical to incorporate into the discussion is the acknowledgement that not every city or local government is in the same precarious predicament, and not every city or local government has the "Cadillac" retirement plan that is offered through CalPERS. Caution is suggested so as not to cast all public pension plans, pensioners, cities and public employees into the same cauldron to burn while gnawing on the most egregious examples of compensation spiking and retirement pay.

GENERAL FUND

REVENUES

2016-17

CITY OF CLAYTON PROPOSED GENERAL FUND REVENUE BUDGET
PROJECTED REVENUE 2015-16 VS PROPOSED BUDGETED REVENUE 2016-17

Description	Account Number	Prior Year Actual Revenue 2014-15	Budgeted Revenue 2014-15	Projected Revenue 2015-16	Budgeted Revenue 2015-16	Proposed Revenue 2016-17	Change from 2015-16 Projections (%)
Secured Property Taxes:							
Property Taxes - Secured	4101	727,652	690,400	777,500	755,400	793,000	2.0%
VLF Backfill by State	4101	833,903	807,000	889,268	867,200	907,000	2.0%
Sales Tax In-Lieu (Triple Flip)	4101	103,606	99,000	28,238	107,700	56,000	98.3%
True Up VLF & Sales Tax	4101	6,612	-	2,101	6,810	-	-100.0%
RPTTF Distribution	4108	297,142	247,400	303,000	290,000	290,000	-4.3%
RPTTF One-Time DDR Distribution	4108	255,592	-	87,393	-	-	-100.0%
Total Secured Property Taxes		**2,224,507**	**1,843,800**	**2,087,500**	**2,027,110**	**2,046,000**	-2.0%
Property Taxes - Unsecured	4102	42,057	41,300	39,900	42,300	40,690	2.0%
Property Taxes - Unitary Tax	4103	12,329	12,780	13,650	12,570	13,920	2.0%
Property Taxes - Supplemental	4104	23,382	19,310	23,800	21,400	24,270	2.0%
Property Taxes - Other	4106	10,063	10,710	10,260	11,000	10,460	1.9%
Sales and Use Tax	4301	322,526	296,000	392,000	330,300	464,400	18.5%
Real Property Transfer Tax	4502	75,018	62,420	76,500	71,500	78,000	2.0%
Business Licenses	5101	135,756	116,500	135,200	135,200	136,000	0.6%
CCC Building Permit Remit Fees	5103	48,000	45,250	53,000	48,900	55,000	3.8%
Engineering Service Fees	5106	5,413	5,910	7,700	4,080	7,800	1.3%
Stormwater Permit Fees	5109	3,894	4,200	-	3,880	-	0.0%
Public Safety Allocation	5201	79,758	75,800	81,000	80,500	82,600	2.0%
Abandoned Veh Abate (AVA)	5202	4,738	4,630	4,800	4,590	4,800	0.0%
Motor Vehicle In Lieu	5203	4,590	4,700	4,554	4,680	4,600	1.0%
Other In Lieu	5205	151,816	151,816	154,852	154,852	157,950	2.0%
Post Reimbursements	5214	836	2,680	1,006	500	1,000	-0.6%
State Mandated Cost Reimbursement	5217	23,229	-	164,673	-	-	-100.0%
Planning Service Fees	5301	7,360	6,760	12,000	6,660	12,200	1.7%
Police Services	5302	13,026	11,430	15,000	13,260	15,300	2.0%
City Hall Rental Fees	5303	780	-	150	-	200	33.3%
Planning Service Charges	5304	9,323	25,000	20,000	20,000	20,000	0.0%
Well Water Usage Charge	5306	38,465	41,000	27,400	37,500	27,940	2.0%
Misc. City Services	5319	3,628	495	5,000	495	500	-90.0%
Fiduciary Fund Administration	5322	303,901	53,900	274,465	274,901	252,560	-8.0%
Franchises - Comcast Cable	5401	202,483	201,900	209,000	204,000	211,000	1.0%
Franchises - Garbage Fees	5402	178,459	192,000	177,200	190,900	178,900	1.0%
Franchises - PG&E	5403	108,355	116,200	112,602	108,400	113,000	0.4%
Franchises - Equilon Pipe	5404	12,290	12,300	13,648	13,350	14,010	2.7%
AT&T Mobility Franchise Fees	5405	10	100	100	50	100	0.0%
Fines and Forfeitures	5501	23,800	24,780	26,000	23,660	26,000	0.0%
Interest	5601	41,538	37,600	70,000	38,000	60,000	-14.3%
Park Use Fee	5602	49,224	42,730	43,130	49,900	43,900	1.8%
Meeting Room Fee	5603	4,074	1,830	4,600	3,000	4,300	-6.5%
Unrealized Inv. Gain/Loss	5606	(2,352)	-	(2,352)	-	-	-100.0%
Cattle Grazing Lease Rent	5608	9,418	9,417	9,602	9,602	9,780	1.9%
SBA Communications Lease Rent	5609	33,384	33,540	33,380	34,000	34,040	2.0%
Clayton Community Gymnasium Rent	5613	13,200	-	28,200	28,200	30,000	6.4%
Reimbursements/Refunds	5701	4,986	5,100	5,490	5,100	5,500	0.2%
Other Revenues	5790	11,550	3,600	4,100	4,040	4,900	19.5%
Overhead Cost Recovery	5791	6,038	10,000	1,600	1,500	1,600	0.0%
Transfer from Measure J Fund	6002	4,112	4,112	4,212	4,212	4,330	2.8%
Transfer from Gas Tax Fund	6004	6,874	6,874	7,042	7,042	7,230	2.7%
Transfer from Street Lights Fund	6005	10,568	10,568	10,826	10,826	11,120	2.7%
Transfer from GHAD Fund	6006	6,635	6,635	6,797	6,797	6,980	2.7%
Transfer from Landscape Mtnce. Fund	6007	33,056	33,056	33,863	33,863	34,780	2.7%
Transfer from The Grove Park Fund	6011	6,716	6,716	6,880	6,880	7,070	2.8%
Transfer from Stormwater Asses. Fund	6016	34,112	34,112	34,944	34,944	35,890	2.7%
Transfer from Successor Agency	6025	-	250,000	-	-	-	0.0%
Transfer from Community Gym Fund	6030	88,793	-	-	-	-	0.0%
Total Revenues		**4,431,718**	**3,879,561**	**4,445,274**	**4,124,444**	**4,300,620**	**-3.3%**

GENERAL FUND EXPENDITURES 2016-17

CITY OF CLAYTON GENERAL FUND EXPENDITURE PROPOSED BUDGET
FISCAL YEAR 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	1,640,940	1,680,790	1,666,930	1,740,700
7112	Temporary Help	18,162	24,940	10,310	18,610
7113	Overtime	75,291	77,000	94,300	82,000
7115	Council/Commission Comp	29,790	30,600	29,160	30,600
7116	Part-time Salaries	3,705	4,200	4,000	4,200
7218	LTD Insurance	12,421	15,490	13,550	17,240
7219	Deferred Compensation Retirement	-	-	1,800	2,730
7220	PERS Retirement	427,141	556,623	234,339	231,760
7221	PERS Retirement - Unfunded Liability	-	-	314,801	344,280
7231	Workers Comp Insurance	73,141	78,563	69,951	93,630
7232	Unemployment Insurance	13,162	11,913	11,913	11,760
7233	FICA Taxes	26,671	28,444	28,620	29,250
7241	Auto Allowance/Mileage	19,320	19,420	18,820	19,420
7242	Uniform Allowance	9,138	9,000	9,000	9,000
7246	Benefit Insurance	289,625	313,280	299,370	301,300
7247	OPEB Expense	7,160	10,460	7,680	8,500
7301	Recruitment/Pre-emloyment	-	-	12,300	6,500
7311	General Supplies	23,028	22,100	33,774	28,600
7312	Office supplies	5,356	8,650	9,950	9,500
7314	Postage	4,070	4,500	4,820	5,000
7321	Printing and Binding	-	-	-	1,000
7323	Books/Periodicals	-	100	100	500
7324	Dues and Subscriptions	18,913	23,085	20,353	23,680
7325	EBRCSA system user fee	8,900	9,000	8,900	9,000
7331	Rentals/Leases	11,399	13,360	11,270	11,500
7332	Telecommunications	21,020	22,620	20,969	27,600
7335	Gas & Electric Serv.	80,495	81,500	81,400	83,800
7338	Water Service	101,712	113,250	74,680	86,900
7341	Buildings & Grounds Mtn	29,328	26,540	36,060	28,100
7342	Machinery/ Equip Maint.	5,222	6,500	2,500	6,500
7343	Vehicle Maintenance	34,540	21,500	17,500	26,500
7344	Vehicle Gas, Oil, and Supplies	44,190	43,840	36,200	41,000
7345	Office Equip. Maint. & Repairs	1,288	1,800	2,200	2,200
7346	HVAC Mtn & Repairs	24,789	25,815	16,815	22,900
7347	Deferred Mtn Projects	989	-	-	-
7351	Insurance Premiums	57,833	74,609	68,892	78,500
7362	City Promotional Activity	4,303	5,000	5,000	5,000
7363	Business Expense	144	100	197	400
7364	Employee Recognition	1,406	2,000	3,181	3,000
7365	Volunteer Appreciation	-	300	-	500
7371	Travel	37	200	150	200
7372	Conference	-	500	500	2,400
7373	Education and Training	7,797	12,700	13,000	15,000
7381	Property Tax Admin Cost	7,774	8,000	8,000	8,000
7382	Election Services	8,016	-	-	15,000
7384	Legal Notices	1,388	2,500	1,000	2,500
7385	Transpac Fees	21,438	-	-	-
7408	Crossing Guard Services	9,215	10,000	9,700	10,000
7411	Prof. Services Retainer	165,840	176,000	178,900	192,000

CITY OF CLAYTON GENERAL FUND EXPENDITURE PROPOSED BUDGET
FISCAL YEAR 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7412	Engineering Inspection	-	-	700	800
7413	Special Legal Services	19,765	5,000	12,500	11,000
7414	Auditing Services	27,023	27,000	27,200	27,000
7415	Computer Services	8,812	15,260	13,716	17,200
7417	Janitorial Services	53,346	54,010	54,661	56,900
7419	Other Prof. Services	48,593	39,610	31,676	33,310
7420	Merchant Fees	2,159	2,000	2,550	2,600
7423	Extra & Sunday Operating Hours	15,630	20,811	16,600	11,600
7424	Dispatch Services	169,984	241,100	241,080	241,100
7425	Lab Fees	26,535	20,000	34,000	30,000
7426	Jail Booking Fee	-	-	2,256	2,300
7427	Cal ID Services	12,263	12,900	12,215	12,900
7429	Animal Control Services	61,284	67,305	66,772	73,150
7433	Integrated Justice System (ACCJIN-ARIES)	10,335	14,140	11,000	11,600
7440	Tree Trimming Services	-	-	-	7,000
7486	CERF Charges/Depreciation	40,000	-	-	25,000

Total Operational Expenditures	**3,841,826**	**4,095,928**	**4,019,781**	**4,261,720**
Total Revenues	**4,431,718**	**4,124,444**	**4,445,274**	**4,300,620**
Operational Surplus	**589,892**	**28,516**	**425,493**	**38,900**

Extraordinary Items:

RDA Dissolution Loss (AB 1484)	(200,000)	-	(230,786)	-

Net Increase in Fund Balance after Extraordinary Items	**389,892**	**28,516**	**194,707**	**38,900**

City Council
Department 01

Department Description

The five member City Council is the elected policy-making body for the City of Clayton. Members of the City Council are elected to four year overlapping terms at General Municipal elections held in November of even numbered years. The City Council receives a monthly stipend of $390 for their services. The Mayor and Vice Mayor are selected annually by the Council from amongst its membership in December each year.

Services funded:

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

City of Clayton
Budget Legislative Dept 01
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7115	Council/Commission Comp	23,430	23,400	23,400	23,400
7220	PERS Retirement	3,449	1,483	1,780	1,830
7221	PERS Retirement - Unfunded Liability	-	2,480	2,480	2,610
7231	Workers Comp Insurance	1,021	1,056	929	1,220
7232	Unemployment Insurance	1,572	1,451	1,451	1,460
7233	FICA Taxes	761	920	860	920
7321	Printing and Binding	-	-	-	500
7324	Dues and Subscriptions	11,742	12,360	11,973	12,600
7362	City Promotional Activity	4,303	5,000	5,000	5,000
7363	Business Meeting Expense	144	100	97	200
7372	Conferences/Meetings	-	500	500	1,000
7382	Election Services	8,016	-	-	15,000
7419	Other Prof. Services	6,685	7,500	7,018	8,800
	Total Expenditures	**61,123**	**56,250**	**55,488**	**74,540**

Administration/ Finance/ Legal
Department 02

Department Description

City Manager

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

Services funded:

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

Finance

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

Services funded:

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

City Attorney

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

Services funded:

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

City of Clayton
Budget Admin / Finance / Legal Dept 02
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	509,826	526,060	534,400	546,000
7218	LTD Insurance	3,993	4,770	4,530	5,400
7220	PERS Retirement	82,736	54,911	55,351	63,800
7221	PERS Retirement - Unfunded Liability	-	54,489	54,489	61,200
7231	Workers Comp Insurance	20,807	23,190	20,403	28,300
7232	Unemployment Insurance	2,683	2,604	2,604	2,700
7233	FICA Taxes	7,413	7,454	7,930	8,000
7241	Auto Allowance/Mileage	10,740	10,740	10,740	10,740
7246	Benefit Insurance	79,819	88,270	84,300	90,000
7311	General Supplies	-	100	100	-
7324	Dues and Subscriptions	1,741	1,770	1,835	2,000
7332	Telecommunications	6,839	7,000	7,224	7,800
7364	Employee Recognition	1,406	1,500	1,681	-
7371	Travel	19	100	100	100
7372	Conferences/Meetings	-	-	-	900
7373	Education and Training	-	1,000	1,000	2,000
7411	Prof. Services Retainer (Legal)	63,110	48,000	62,900	51,000
7413	Special Legal Services	15,693	5,000	6,000	6,000
7414	Auditing and Financial Reporting Services	27,023	27,000	27,200	27,000
7415	Computer/IT Services	8,812	15,260	13,716	14,200
7419	Other Prof. Services	1,785	7,330	5,750	5,610
	Total Expenditures	**844,445**	**886,548**	**902,253**	**932,750**

Public Works
Department 03

Department Description
This department maintains City owned buildings and grounds; and provides maintenance for all non-special district facilities and land. The core employee unit of 5 permanent employees consists of two Maintenance Supervisors and three Maintenance Workers. Labor is augmented by temporary seasonal workers. Although the Public Works department serves as the "base" department for these maintenance employees, their direct labor costs are shared with various other departments and funds based on actual hours worked.

Services funded:

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

City of Clayton
Budget Public Works Dept 03
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	15,408	6,200	10,000	13,300
7112	Temporary Help	257	520	2,200	3,010
7113	Overtime	178	-	-	-
7218	LTD Insurance	79	60	100	140
7220	PERS Retirement	2,400	1,200	2,600	2,100
7221	PERS Retirement - Unfunded Liability	-	700	1,500	1,500
7231	Workers Comp Insurance	548	310	273	850
7232	Unemployment Insurance	226	70	70	200
7233	FICA Taxes	189	130	120	430
7246	Benefit Insurance	1,881	1,300	1,530	2,900
7301	Recruitment/Pre-emloyment	-	-	300	500
7311	General Supplies	4,656	4,000	4,600	4,600
7332	Telecommunications	2,817	2,900	1,005	2,500
7335	Gas & Electric Serv.	38,164	38,000	38,800	39,000
7338	Water Service	7,780	13,600	8,000	9,000
7341	Buildings & Grounds Mtn	18,414	16,490	13,220	13,700
7342	Machinery/ Equip Maint.	3,402	4,000	500	4,000
7343	Vehicle Maintenance	17,588	5,500	1,500	10,000
7344	Vehicle Gas, Oil, and Supplies	10,955	12,340	8,200	11,000
7346	HVAC Mtn & Repairs	16,347	16,000	10,000	14,000
7373	Education and Training	535	700	1,000	1,500
7411	Prof. Services Retainer (Legal)	611	9,600	1,000	10,200
7417	Janitorial Services	8,381	8,400	8,550	9,400
7419	Other Prof. Services	475	400	400	400
7429	Animal/Pest Control Services	-	525	-	1,850
7440	Tree Trimming Services	-	-	-	3,000
7486	CERF Charges/Depreciation	15,000	-	-	-
	Total Expenditures	**167,280**	**142,945**	**115,468**	**159,080**

Community Development
Department 04

Department Description

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

Services funded:

Long Range Planning and Special Studies Program

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

Development and Design Review Program

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

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

Ordinance Information and Code Enforcement Program

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

Housing Program

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

City of Clayton
Budget Community Dev Dept 04
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	174,093	164,590	169,500	173,000
7115	Planning Commission Comp	6,360	7,200	5,760	7,200
7218	LTD Insurance	1,218	1,530	1,320	1,700
7220	PERS Retirement	19,246	8,364	4,494	16,400
7221	PERS Retirement - Unfunded Liability	-	17,446	17,446	19,600
7231	Workers Comp Insurance	7,108	7,430	6,537	9,000
7232	Unemployment Insurance	868	868	868	900
7233	FICA Taxes	2,038	2,390	2,140	2,500
7241	Auto Allowance/Mileage	4,140	4,240	4,490	4,240
7246	Benefit Insurance	32,706	33,600	33,840	35,000
7323	Books/Periodicals	-	100	100	500
7324	Dues and Subscriptions	-	675	560	680
7332	Telecommunications	558	560	670	700
7371	Travel	18	100	50	100
7372	Conferences/Meetings	-	-	-	500
7373	Education and Training	2	1,000	1,000	1,500
7384	Legal Notices	1,388	2,500	1,000	2,500
7385	Transpac Fees	21,438	-	-	-
7411	Prof. Services Retainer (Legal)	7,992	19,200	18,100	20,400
7413	Special Legal Services	-	-	500	-
7419	Other Prof. Services	8,061	1,000	500	-
	Total Expenditures	**287,234**	**272,793**	**268,875**	**296,420**

General Services
Department 05

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

Services funded:

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

City of Clayton
Budget General Services Dept 05
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7231	Workers Comp Insurance	1,738	847	1,576	960
7247	OPEB Expense	7,160	10,460	7,680	8,500
7301	Recruitment/Pre-emloyment	-	-	-	1,000
7312	Office Supplies	3,131	6,300	6,300	7,000
7314	Postage	3,917	4,000	4,600	4,500
7321	Printing and Binding	-	-	-	500
7331	Rentals/Leases	11,073	12,860	10,770	11,000
7332	Telecommunications	-	-	-	3,000
7351	Insurance Premiums	57,833	74,609	68,892	78,500
7364	Employee Recognition	-	-	-	1,500
7381	Property Tax Admin Cost	7,774	8,000	8,000	8,000
7415	Computer/IT Services	-	-	-	3,000
7419	Other Prof. Services	18,499	17,500	12,724	10,000
7420	Merchant Fees	2,159	2,000	2,550	2,600
	Total Expenditures	**113,284**	**136,576**	**123,092**	**140,060**

Police Department
Department 06

Department Description

The Clayton Police Department has a present authorized strength of 11 full-time sworn members (includes the Chief), 2 civilians, and active Police Reserve, VIPS, CERT, and Cadet programs. The Department is a generalist law enforcement agency with duties that include all aspects of local law enforcement. Sworn positions currently work on a 4-10/3-12 plan and may be assigned to specialized assignments such as field training officer, traffic accident investigator, bicycle patrol, and motorcycle patrol. The Department's employees take pride in their jobs and the community they serve and strive to perform their duties in a professional but sensitive, friendly, and positive manner. It subscribes to a community-oriented policing philosophy.

Services funded:

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

City of Clayton
Budget Police Dept 06
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	875,760	905,900	918,200	964,000
7113	Overtime	74,640	75,000	93,300	80,000
7116	Part-time Salaries	3,705	4,200	4,000	4,200
7218	LTD Insurance	6,604	8,400	7,230	9,500
7219	Deferred Compensation Retirement	-	-	1,800	2,730
7220	PERS Retirement	303,423	157,514	161,844	140,730
7221	PERS Retirement - Unfunded Liability	-	234,086	234,086	254,270
7231	Workers Comp Insurance	38,169	41,100	36,160	50,200
7232	Unemployment Insurance	6,306	5,510	5,510	5,600
7233	FICA Taxes	13,893	14,540	16,060	15,500
7241	Auto Allowance/Mileage	4,440	4,440	3,590	4,440
7242	Uniform Allowance	9,138	9,000	9,000	9,000
7246	Benefit Insurance	162,026	174,300	173,400	164,000
7301	Recruitment/Pre-emloyment	-	-	12,000	5,000
7311	General Supplies	8,260	5,000	16,074	10,000
7312	Office Supplies	2,225	2,350	3,650	2,500
7314	Postage	153	500	220	500
7324	Dues and Subscriptions	5,256	7,650	5,348	7,000
7325	EBRCSA system user fee	8,900	9,000	8,900	9,000
7332	Telecommunications	8,430	10,000	8,600	10,000
7342	Machinery/ Equip Maint.	1,820	2,500	2,000	2,500
7343	Vehicle Maintenance	16,952	16,000	16,000	16,500
7344	Vehicle Gas, Oil, and Supplies	33,235	31,500	28,000	30,000
7345	Office Equip. Maint. & Repairs	1,288	1,800	2,200	2,200
7363	Business Meeting Expense	-	-	100	200
7364	Employee recognition	-	500	1,500	1,500
7365	Volunteer Appreciation	-	300	-	500
7373	Education and Training	7,260	10,000	10,000	10,000
7408	Crossing Guard Services	9,215	10,000	9,700	10,000
7411	Prof. Services Retainer (Legal)	2,185	19,200	2,000	20,400
7413	Special Legal Services	4,072	-	6,000	5,000
7417	Janitorial Services	2,700	2,700	2,711	3,000
7419	Other Prof. Services	11,901	4,380	5,284	8,500
7424	Dispatch Services	169,984	241,100	241,080	241,100
7425	Lab Fees	26,535	20,000	34,000	30,000
7426	Jail Booking Fee	-	-	2,256	2,300
7427	Cal ID Services	12,263	12,900	12,215	12,900
7429	Animal/Pest Control Services	60,404	63,780	63,772	66,300
7433	Integrated Justice System (ACCJIN + ARIES)	10,335	14,140	11,000	11,600
7486	CERF Charges/Depreciation	25,000	-	-	25,000
	Total Expenditures	**1,926,477**	**2,119,290**	**2,168,790**	**2,247,670**

Library
Department 07

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

Services funded:

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

City of Clayton
Budget Library Dept 07
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	10,756	11,840	7,830	9,400
7112	Temporary Help	1,243	1,890	1,110	1,600
7113	Overtime	68	-	-	-
7218	LTD Insurance	88	110	70	100
7220	PERS Retirement	2,653	2,400	1,870	1,500
7221	PERS Retirement - Unfunded Liability	-	1,300	1,000	1,100
7231	Workers Comp Insurance	820	620	545	600
7232	Unemployment Insurance	251	150	150	200
7233	FICA Taxes	261	320	210	300
7246	Benefit Insurance	2,105	2,400	1,300	2,000
7332	Telecommunications	2,376	2,160	3,470	3,600
7335	Gas & Electric Serv.	40,988	42,000	41,000	43,100
7338	Water Service	1,599	1,650	1,680	1,800
7341	Buildings & Grounds Maintenance	10,914	10,050	12,940	12,000
7346	HVAC Mtn & Repairs	8,442	9,815	6,815	8,900
7417	Janitorial Services	28,971	29,900	29,950	31,000
7423	Extra & Sunday Operating Hours	15,630	20,811	16,600	11,600
7429	Animal/Pest Control Services	-	-	-	1,400
7440	Tree Trimming Services	-	-	-	2,000
	Total Expenditures	**127,165**	**137,416**	**126,540**	**132,200**

Engineering
Department 08

Department Description

The Department's duties can be divided into three basic categories: administrative, capital improvements, and land development. The City contracts with PERMCO Engineering for the performance of these services as the City Engineer.

Services funded:

Administrative

- Administer the City's encroachment permit program as well as the Geological Hazard Abatement District and various special Assessment Districts.
- Coordinate with the Maintenance Department regarding maintenance, operations and the repair of public transportation facilities (e.g. streets; sidewalks).
- Enforcement and continuous update of the City's Standard Plans and Specifications for design and construction.
- Represent the City's interests in regional transportation and funding issues.
- Response to flood zone information requests.
- Serve as the City Engineer.

Capital Improvements

- Administer the City's Capital Improvements Program, including coordination with the City Manager; evaluation and prioritization of Capital Improvement Projects; procurement of funds; right-of-way and land acquisition; and administration of the public bidding process.
- Administer the City's Pavement Management System.
- Supervision of the design and construction of all street and infrastructure projects, including sanitary sewer and storm drainage systems, local roads and traffic lights.

Land Development

- Coordinate with the Planning Department in the review and approval process for all land development projects.
- Plan check and review of construction plans, collection of fees, and construction inspection for all private development and improvements thereto.

City of Clayton
Budget Engineering Dept 08
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7324	Dues and Subscriptions	174	630	637	1,400
7411	Prof. Services Retainer (Engineering)	91,942	80,000	94,900	90,000
7412	Engineering Inspection	-	-	700	800
	Total Expenditures	**92,116**	**80,630**	**96,237**	**92,200**

Community Park
Department 09

Department Description
In 2009 the Clayton Community Park was separated into its own department in order to capture the actual costs of maintaining this well used multi-sport and recreational public park.

Services funded:

- Mowing of the turf.
- Ball field turf and sports field grooming.
- Water irrigation supply to ball fields and surrounding vegetation
- Safety inspections of play equipment and apparatus.
- Trash removal and general park clean-up.
- Landscape pruning.
- Janitorial services contract supervision.
- Repairs to and maintenance of the irrigation system.
- Pest extermination services contract supervision.
- Tree trimming services contract supervision.
- All other general maintenance of park fields and facilities.

City of Clayton
Budget Community Park Dept 09
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	55,096	66,200	27,000	35,000
7112	Temporary Help	16,662	22,530	7,000	14,000
7113	Overtime	403	2,000	1,000	2,000
7218	LTD Insurance	439	620	300	400
7220	PERS Retirement	13,234	13,150	6,400	5,400
7221	PERS Retirement - Unfunded Liability	-	7,100	3,800	4,000
7231	Workers Comp Insurance	2,930	4,010	3,528	2,500
7232	Unemployment Insurance	1,256	1,260	1,260	700
7233	FICA Taxes	2,116	2,690	1,300	1,600
7246	Benefit Insurance	11,088	13,410	5,000	7,400
7311	General Supplies	10,112	13,000	13,000	14,000
7331	Rentals/Leases	326	500	500	500
7335	Gas & Electric Serv.	1,343	1,500	1,600	1,700
7338	Water Service	92,333	98,000	65,000	76,100
7341	Buildings/Grounds Maintenance	-	-	9,900	2,400
7417	Janitorial Services	13,294	13,010	13,450	13,500
7419	Other Prof. Services	1,187	1,500	-	-
7429	Animal/Pest Control Services	880	3,000	3,000	3,600
7440	Tree Trimming Services	-	-	-	2,000
	Total Expenditures	**222,699**	**263,480**	**163,038**	**186,800**

SPECIAL REVENUE FUNDS

2016-17

City of Clayton
Gas Tax Fund 201
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	15,583	16,300	27,700	25,000
7112	Temporary Help	2,687	3,600	3,300	4,500
7113	Overtime	-	-	500	-
7218	LTD Insurance	123	160	210	300
7220	PERS Retirement	3,776	3,200	5,400	4,000
7221	PERS Retirement - Unfunded Liability	-	1,800	2,600	3,000
7231	Workers Comp Insurance	371	900	941	1,500
7232	Unemployment Insurance	352	250	250	400
7233	FICA Taxes	447	510	690	700
7246	Benefit Insurance	3,089	3,300	4,430	6,000
7311	General Supplies	4,584	12,000	19,500	12,000
7324	Dues & Subscriptions	-	-	1,500	1,500
7327	Arterial Street Light Supplies	-	1,500	1,500	1,500
7335	Gas & Electric Serv.	46,142	46,200	46,600	47,500
7340	Traffic Safety Supplies	88	3,000	500	500
7349	Traffic Signal Maintenance	12,038	25,000	11,000	15,000
7350	Pavement Repair/Maintenance	-	-	25,078	-
7381	Property Tax Admin Cost	267	300	300	300
7419	Other Prof. Services	1,200	1,406	4,400	4,440
7486	CERF Charges/Depreciation	-	9,900	9,900	1,900
8101	Transfer to General Fund	6,874	7,042	7,042	7,230
8111	Transfer to CIP Fund	45,639	533,849	411,531	269,029
	Total Expenditures	**143,260**	**670,217**	**584,872**	**406,299**
4607	Arterial S. Light Assessment	29,730	29,339	31,800	32,400
5209	State Gasoline 2105	66,201	63,988	68,383	70,501
5210	State Gasoline 2106	47,273	37,790	38,138	39,212
5211	State Gasoline 2107	85,129	87,484	94,852	97,902
5212	State Gasoline 2107.5	6,000	3,000	3,000	3,000
5216	State of CA Sec 2103 (Prop 42)	115,345	50,731	52,640	26,624
5601	Interest	2,841	2,400	2,070	2,000
5606	Unrealized Inv. Gain/Loss	373	-	-	-
	Total Revenue	**352,892**	**274,732**	**290,883**	**271,639**
	Increase (Decrease) in Fund Balance	**209,632**	**(395,485)**	**(293,989)**	**(134,660)**
	Beginning Fund Balance (Deficit)	**219,017**	**395,485**	**428,649**	**134,660**
	Ending Fund Balance	**428,649**	**-**	**134,660**	**-**

City of Clayton
Landscape Mtn District CFD 2007-1 Fund 210
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	147,576	138,000	123,000	160,000
7112	Temporary Help	61,803	81,000	37,000	87,000
7113	Overtime	404	500	630	1,000
7218	LTD Insurance	1,151	1,300	1,100	1,600
7220	PERS Retirement	34,102	27,500	18,900	24,680
7221	PERS Retirement - Unfunded Liability	-	14,700	17,100	18,320
7231	Workers Comp Insurance	12,141	10,400	10,931	13,300
7232	Unemployment Insurance	3,290	3,900	3,900	4,200
7233	FICA Taxes	6,825	8,200	6,000	9,000
7246	Benefit Insurance	29,147	28,000	24,000	34,000
7301	Recruitment/Pre-employment	-	-	-	1,000
7311	General Supplies	27,001	48,500	48,300	49,100
7316	Landscape Replacement Material	-	20,000	20,000	20,000
7335	Gas & Electric Serv.	22,248	25,000	20,000	22,700
7338	Water Service	124,645	156,000	103,000	105,100
7341	Buildings/Grounds Maintenance	-	-	-	19,800
7342	Machinery/Equipment Maint.	21,758	22,600	17,600	21,900
7343	Vehicle Maintenance	14,524	20,000	17,000	17,400
7344	Vehicle Gas, Oil, and Supplies	13,570	15,000	11,000	11,300
7381	Property Tax Admin Cost	3,735	3,800	3,800	3,900
7382	Election Services	-	10,000	10,000	-
7389	Misc Expense	-	-	3,419	-
7411	Professional Services Retainer (Legal)	914	10,000	5,000	1,500
7419	Other Prof. Services	179,011	149,500	148,200	6,360
7429	Animal/Pest Control Services	-	-	-	5,000
7440	Tree Trimming Services	-	-	-	25,000
7445	Weed Abatement Services	-	-	-	107,000
7486	CERF Charges/Depreciation	13,500	13,500	13,500	14,500
7520	Project/Program costs	41,588	477,000	193,128	409,000
7615	Property Taxes	2,576	2,700	2,700	2,900
8101	Transfer to General Fund	33,056	33,863	33,863	34,780
8111	Transfer to CIP Fund	-	-	-	-
8113	Transfer to Stormwater Fund	912	912	912	912
	Total Expenditures	**795,477**	**1,321,875**	**893,983**	**1,232,252**
4604	Clayton LMD Special Parcel Tax	1,005,309	1,029,751	1,029,751	1,057,550
5601	Interest	5,527	4,000	10,000	6,000
5606	Unrealized Inv Gain/Loss	977	-	-	-
6003	Transfer from CIP Fund	259,704	-	-	-
	Total Revenue	**1,271,517**	**1,033,751**	**1,039,751**	**1,063,550**
	Increase (Decrease) in Fund Balance	**476,040**	**(288,124)**	**145,768**	**(168,702)**
	Beginning Fund Balance	**340,162**	**759,037**	**816,202**	**961,970**
	Ending Fund Balance	**816,202**	**470,913**	**961,970**	**793,268**

City of Clayton
The Grove Park CFD 2006-1 Fund 211
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	28,737	32,700	14,000	20,000
7112	Temporary Help	9,120	12,300	10,000	17,000
7218	LTD Insurance	234	310	200	190
7220	PERS Retirement	7,062	6,500	1,800	3,000
7221	PERS Retirement - Unfunded Liability	-	3,500	2,100	2,200
7231	Workers Comp Insurance	1,248	2,030	2,123	1,900
7232	Unemployment Insurance	667	670	670	800
7233	FICA Taxes	1,149	1,408	950	1,567
7246	Benefit Insurance	5,652	6,700	2,400	4,100
7311	General Supplies	5,122	4,500	4,480	5,750
7331	Rentals/Leases		500	500	500
7335	Gas & Electric Serv.	1,426	1,510	1,800	1,900
7338	Water Service	8,706	10,000	7,200	7,500
7341	Buildings/Grounds Maintenance	-	-	-	5,860
7342	Machinery/Equipment Maint.	771	800	800	800
7343	Vehicle Maintenance	-	1,000	1,000	1,000
7344	Vehicle Gas, Oil, and Supplies	-	1,500	1,500	1,500
7381	Property Tax Admin Cost	3,737	3,980	3,740	3,820
7382	Election Services	1,140	-	-	-
7411	Professional Services Retainer (Legal)	13,164	-	-	-
7413	Special Legal Services	-	-	-	1,000
7417	Janitorial Services	13,322	13,420	13,300	13,400
7419	Other Prof. Services	3,047	7,020	6,040	4,530
7420	Other Outside Services	4,191	3,850	3,970	-
7429	Animal/Pest Control Services	-	-	-	1,000
7440	Tree Trimming Services	-	-	-	1,500
7484	Capital Outlay - Structures & Imp.	113,555	-	-	-
7485	Capital Outlay - Equipment & Machinery	-	18,000	-	-
7486	CERF Charges/Depreciation	2,700	2,700	2,700	2,100
7615	Property Taxes	459	510	500	510
8101	Transfer to General Fund	6,716	6,880	6,880	7,070
	Total Expenditures	**231,925**	**142,288**	**88,653**	**110,497**
4613	Downtown Park Special Parcel Tax - O&M	97,102	100,036	100,036	103,350
4613	Downtown Park Special Parcel Tax - Capital	18,000	18,000	18,000	18,000
4613	Downtown Park Special Parcel Tax - Restricted	5,000	5,000	5,000	5,000
5601	Interest	2,609	2,600	3,200	3,200
5602	Park Use Fee	1,137	1,000	855	1,000
5606	Unrealized Inv Gain/Loss	(350)	-	-	-
5701	Reimbursement/Refunds	12,000	-	1,834	-
5702	Donations & Contributions	10,000	10,000	10,000	10,000
5790	Misc Revenue	45,000	-	-	-
	Total Revenue	**190,498**	**136,636**	**138,925**	**140,550**
	Increase (Decrease) in Fund Balance	**(41,427)**	**(5,652)**	**50,272**	**30,053**
	Beginning Fund Balance	**275,460**	**243,822**	**234,033**	**284,305**
	Ending Fund Balance	**234,033**	**238,170**	**284,305**	**314,358**
	Ending Fund Balance Includes:				
	Unassigned Fund Balance	112,550	93,687	139,822	146,875
	Asset Replacement Reserve	81,483	99,483	99,483	117,483
	Unallocated Stabilization Reserve	40,000	45,000	45,000	50,000
	Total Fund Balance	**234,033**	**238,170**	**284,305**	**314,358**

City of Clayton
GHAD Fund 212
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7314	Postage	600	700	700	700
7351	Insurance Premiums	14,000	14,000	14,000	16,110
7381	Property Tax Admin Cost	1,095	1,400	1,200	1,200
7384	Legal Notices	-	-	-	100
7389	Misc. Expenses	267	270	267	270
7412	Engineering Inspection	2,860	3,000	3,000	3,000
7413	Special Legal Services	1,616	1,500	-	1,000
7520	Project/Program costs Kelok Monitoring	18,316	10,000	9,800	10,000
8101	Transfer to General Fund	6,635	6,798	6,798	6,980
	Total Expenditures	**45,389**	**37,668**	**35,765**	**39,360**
4606	GHAD Assessment	36,522	37,414	37,414	38,424
5601	Interest	256	230	250	250
5606	Unrealized Inv. Gain/Loss	(59)	-	-	-
	Total Revenue	**36,719**	**37,644**	**37,664**	**38,674**
	Increase (Decrease) in Fund Balance	**(8,670)**	**(24)**	**1,899**	**(686)**
	Beginning Fund Balance	**37,867**	**28,686**	**29,197**	**31,096**
	Ending Fund Balance	**29,197**	**28,662**	**31,096**	**30,410**

City of Clayton
Presley GHAD Settlement Fund 213
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
	Total Expenditures	-	-	-	-
5601	Interest Income	1,124	1,070	1,700	1,500
5606	Unrealized Investment Gain/Loss GASB31	(99)	-	-	-
	Total Revenue	**1,025**	**1,070**	**1,700**	**1,500**
	Increase in Fund Balance	**1,025**	**1,070**	**1,700**	**1,500**
	Beginning Fund Balance	**119,558**	**120,628**	**120,583**	**122,283**
	Ending Fund Balance	**120,583**	**121,698**	**122,283**	**123,783**

City of Clayton
Street Light Fund 214
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Projected Budget
7113	Overtime	13,099	12,500	14,100	14,000
7311	General Supplies	581	4,000	3,600	4,000
7335	Gas & Electric Serv.	110,979	106,510	105,500	108,700
7381	Property Tax Admin Cost	3,568	3,820	3,600	3,680
7389	Misc. Expenses	267	270	321	330
7412	Engineering/Inspection Service	-	1,200	1,200	1,200
7419	Other Prof. Services	200	200	4,097	200
8101	Transfer to General Fund	10,568	10,826	10,826	11,120
	Total Expenditures	**139,262**	**139,326**	**143,244**	**143,230**
4607	Street Light Assessment	125,991	125,991	125,991	125,991
5601	Interest	1,388	1,300	1,800	1,800
5606	Unrealized Inv. Gain/Loss	(172)	-	-	-
	Total Revenue	**127,207**	**127,291**	**127,791**	**127,791**
	Increase (Decrease) in Fund Balance	**(12,055)**	**(12,035)**	**(15,453)**	**(15,439)**
	Beginning Fund Balance	**150,048**	**143,123**	**137,992**	**122,539**
	Ending Fund Balance	**137,992**	**131,088**	**122,539**	**107,100**

City of Clayton
Stormwater Fund 216
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	28,137	28,900	41,100	35,500
7112	Temporary Help	9,913	12,870	7,690	10,930
7218	LTD Insurance	236	270	300	350
7220	PERS Retirement	7,454	5,800	7,990	5,500
7221	PERS Retirement - Unfunded Liability	-	3,100	3,800	4,100
7231	Workers Comp Insurance	1,124	1,890	1,977	2,410
7232	Unemployment Insurance	672	660	660	640
7233	FICA Taxes	1,182	1,410	1,260	1,350
7246	Benefit Insurance	4,579	5,900	6,100	7,500
7311	General Supplies	2,032	9,300	5,944	8,600
7373	Education and Training	368	1,000	500	500
7389	Misc. Expenses	25	500	500	500
7409	Street Sweeping Services	42,000	44,100	42,000	44,100
7411	Professional Services Retainer (Legal)	-	-	386	-
7412	Engineering Services	1,346	10,000	2,000	5,000
7419	Other Prof. Services	15,517	38,349	18,910	36,510
7481	State Regional Annual Discharge Fee	8,740	10,000	6,869	10,000
7486	CERF Charges/Depreciation	-	-	-	2,900
7520	Project/Program Costs - Outreach	-	4,500	4,500	4,500
8101	Transfer to General Fund	34,112	34,944	34,944	35,890
	Total Expenditures	**157,437**	**213,493**	**187,430**	**216,780**
	Stormwater Assessment ERU Gross	127,145	126,615	126,615	126,615
	NPDES Group Program costs	(25,842)	(26,575)	(26,575)	(26,872)
	Commercial Insp by Central San	(2,111)	(8,000)	(8,000)	(8,000)
	Flood Control Dist Fiscal Mgmt Cost	(2,358)	(3,000)	(3,000)	(3,000)
	County Auditor/Controller Costs	(3,638)	(3,800)	(3,800)	(3,800)
	Mandatory Retention	(3,000)	(3,000)	(3,000)	(3,000)
4602	*Net Assessment Revenue*	90,196	82,240	90,000	81,943
4603	Stormwater O & M Annual Fee	2,172	2,172	2,376	2,376
5324	Street Sweeping Fees	38,471	38,780	38,310	38,310
5601	Interest	1,277	1,200	1,600	1,500
5606	Unrealized Inv. Gain/Loss	(201)	-	-	-
6007	Transfer from Landscape Maintenance Fund	912	912	912	912
	Total Revenue	**132,827**	**125,304**	**133,198**	**125,041**
	(Decrease) in Fund Balance	**(24,610)**	**(88,189)**	**(54,232)**	**(91,739)**
	Beginning Fund Balance	**178,450**	**111,783**	**153,840**	**99,608**
	Ending Fund Balance	**153,840**	**23,594**	**99,608**	**7,869**

City of Clayton
Measure J Fund 220
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7385	Transpac Fees	-	22,000	22,849	23,500
7419	Other Prof. Services	750	1,000	1,275	2,000
8101	Transfer to General Fund	4,112	4,212	4,212	4,330
8111	Transfer to CIP Fund	-	737,744	377,152	1,991,236
	Total Expenditures	**4,862**	**764,956**	**405,488**	**2,021,066**
5220	Restricted Grants (Arterial Rehabiliation)	-	-	-	1,200,000
5223	Measure J Tax (Local Streets)	267,309	274,342	299,568	277,995
5225	Measure J Program 28a	94,277	28,195	28,002	30,327
5601	Interest Income	1,406	1,000	900	750
5606	Unrealized Inv. Gain/Loss	486	-	-	-
6003	Transfer from CIP Fund	-	-	131,487	-
	Total Revenue	**363,478**	**303,537**	**459,957**	**1,509,072**
	Increase (Decrease) in Fund Balance	**358,616**	**(461,419)**	**54,469**	**(511,994)**
	Beginning Fund Balance (Deficit)	**98,909**	**461,419**	**457,525**	**511,994**
	Ending Fund Balance	**457,525**	**-**	**511,994**	**-**
	Fund Balance Restricted for:				
	Local Streets Maintenance Program	362,544	-	403,933	-
	Co-operative 28(a) Program	94,981	-	108,061	-
	Total Fund Balance	**457,525**	**-**	**511,994**	**-**

City of Clayton
Grants Fund 230
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	53,623	68,177	41,000	72,000
7113	Overtime	8,572	8,000	31,650	10,000
7218	LTD Insurance	396	584	340	700
7220	PERS Retirement	6,226	7,100	4,000	8,000
7231	Workers Comp Insurance	2,837	2,900	3,033	3,650
7232	Unemployment Insurance	-	440	440	440
7233	FICA Taxes	869	920	700	1,010
7242	Uniform Allowance	894	900	1,004	900
7246	Benefit Insurance	2,529	10,900	1,200	21,300
7311	General Supplies	2,674	-	1,430	-
7332	Telecommunications	510	-	-	-
7485	Capital Outlay - Equipment and Machinery	7,509	17,660	41,491	106,953
7424	Dispatch Services		50,000	50,000	-
7520	Project/Program costs	17,287	9,092	19,460	23,258
	Total Expenditures	**103,926**	**176,673**	**195,748**	**248,211**
5222	Avoid the 25 Grant	5,725	4,000	2,000	2,000
5220	CCTA 511	3,438	-	-	-
5220	Click it or ticket	1,364	-	-	-
5220	Comcast PEG Grant	15,137	15,100	15,100	15,100
5220	Hand Dryers	880	-	-	-
5220	Donations - Stratford	-	-	768	-
5220	Maddies Fund	-	-	1,000	-
5220	Motorcycle - Tesoro	-	-	22,725	-
5220	MPA Safety Awards	1,000	1,000	1,000	1,000
5220	Recycling Grant	2,185	-	5,000	5,000
5220	Sewer System Management Plan	15,124	-	610	-
5220	SLESF - PD	114,447	100,000	100,000	100,000
5601	Interest Income	2,770	2,560	2,840	2,840
5606	Unrealized Inv. Gain/Loss	(1,948)	-	-	-
	Total Revenue	**160,122**	**122,660**	**151,043**	**125,940**
	Increase (Decrease) in Fund Balance	**56,196**	**(54,013)**	**(44,705)**	**(122,271)**
	Beginning Fund Balance	**290,494**	**319,833**	**346,690**	**301,985**
	Ending Fund Balance	**346,690**	**265,820**	**301,985**	**179,714**

City of Clayton
Development Impact Fund 304
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7313	Overtime	-	-	30,000	30,000
7311	General Supplies	8,605	-	-	-
7313	Small Tools & Equipment	-	-	3,495	-
7485	Capital Outlay - Equipment & Machinery	-	60,000		45,000
7520	Projects	2,580	-	-	-
7612	Interest Expense	-	180	-	180
8111	Transfer to CIP Fund	103,336	-	-	-
	Total Expenditures	**114,521**	**60,180**	**33,495**	**75,180**
5312	Open Space In-Lieu Fee	-	-	-	-
5313	Parkland Dedication Fee	-	-	-	-
5314	Offsite Arterial Improvement Fees	-	-	-	-
5323	Community Facilities Fees	-	-	-	-
5601	Interest Income	6,262	6,200	8,000	8,000
5606	Unrealized Investment Gain/Loss GASB31	(1,075)	-	-	-
	Total Revenue	**5,187**	**6,200**	**8,000**	**8,000**
	Increase (Decrease) in Fund Balance	**(109,334)**	**(53,980)**	**(25,495)**	**(67,180)**
	Beginning Fund Balance	**709,863**	**601,542**	**600,529**	**575,034**
	Ending Fund Balance	**600,529**	**547,562**	**575,034**	**507,854**

PROPRIETARY

FUNDS

2016-17

City of Clayton
Self Insurance Fund 501
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7351	Insurance Premiums (EAP Plan)	960	1,248	1,248	1,250
7352	Insurance Claim Deductibles	892	5,000	9,436	10,000
7413	Special Legal Services	-	1,000	-	1,000
8400	Special Item -Legal Settlement	13,883	-	-	-
	Total Expenses	**15,735**	**7,248**	**10,684**	**12,250**
5601	Interest	587	500	800	600
5606	Unrealized Inv. Gain/Loss	(102)	-	-	-
6001	Transfers From General Fund	-	-	-	-
	Total Revenue	**485**	**500**	**800**	**600**
	Increase (Decrease) in Net Position	**(15,250)**	**(6,748)**	**(9,884)**	**(11,650)**
	Beginning Net Position	**74,842**	**59,677**	**59,592**	**49,708**
	Ending Net Position	**59,592**	**52,929**	**49,708**	**38,058**

City of Clayton
CERF Fund 502
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7390	Depreciation Expense	112,061	117,600	110,000	110,000
7485	Capital Outlay - Equipment and Machinery	354	-	-	-
7513	Computers/Software Upgrades	1,155	-	-	2,000
	Total Expenses	**113,570**	**117,600**	**110,000**	**112,000**
5328	CERF Charges to Depts	56,672	26,100	26,100	46,400
5601	Interest	1,140	1,090	2,600	2,500
5606	Unrealized Inv. Gain/Loss	(124)	-	-	-
5702	Donations/Contributions	100	-	-	-
5801	Sale of Assets	624	-	-	500
6001	Transfers from General Fund	-	-	46,243	-
6003	Transfers from CIP Fund	-	105,000	105,000	-
6099	Capital Contributions	-	-	20,953	-
	Total Revenue	**58,412**	**132,190**	**200,896**	**49,400**
	Increase (Decrease) in Net Position	**(55,158)**	**14,590**	**90,896**	**(62,600)**
	Beginning Net Position	**472,353**	**348,506**	**417,195**	**508,091**
	Ending Net Position	**417,195**	**363,096**	**508,091**	**445,491**

Fixed Asset Purchases:

1503	Machinery, Vehicles & Equipment	-	105,000	171,120	45,000
	Total Other Outflows	**-**	**105,000**	**171,120**	**45,000**

Ending Net Position Includes:				
Net Investment in Capital Assets	296,137	253,158	378,210	313,210
Unrestricted Net Position	121,058	109,938	129,881	132,281
Total Net Position	**417,195**	**363,096**	**508,091**	**445,491**

City of Clayton
Endeavor Hall Fund 702
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7111	Salaries/Regular	9,447	9,210	8,500	10,520
7112	Temporary Salaries	547	850	-	1,030
7113	Overtime	-	-	100	-
7116	Part-time salaries	1,278	1,880	1,300	1,900
7218	LTD Insurance	72	90	70	110
7220	PERS Retirement	2,177	1,820	1,200	1,800
7221	PERS Retirement - Unfunded Liability	-	1,000	1,200	1,100
7231	Workers Comp Insurance	402	460	481	700
7232	Unemployment Insurance	206	215	215	230
7233	FICA Taxes	226	200	170	380
7246	Benefit Insurance	1,625	1,870	1,300	2,230
7311	General Supplies	461	700	700	700
7332	Telecommunications	765	610	870	870
7335	Gas & Electric Serv.	3,240	3,060	3,390	3,400
7338	Water Service	2,049	2,510	1,000	1,640
7341	Buildings & Grounds Mtn	4,130	5,210	8,213	4,220
7346	HVAC Mtn & Repairs	1,816	1,488	1,633	1,890
7361	Advertising	280	800	500	800
7417	Janitorial Services	1,818	1,280	2,630	1,720
7429	Animal/Pest Control Services	-	-	-	1,240
	Total Expenses Before Depreciation	**30,539**	**33,253**	**33,472**	**36,480**
5607	Rental Income	24,783	20,400	22,300	23,500
5611	Reserve for Endeavor Hall	1,035	750	640	750
5790	Other Revenues	4,316	-	-	-
	Total Revenue	**30,134**	**21,150**	**22,940**	**24,250**
	Increase (Decrease) in Net Position Before Depreciation	**(405)**	**(12,103)**	**(10,532)**	**(12,230)**
7390	Depreciation Expense	36,067	36,067	37,000	37,000
	(Decrease) in Net Position After Depreciation	**(36,472)**	**(48,170)**	**(47,532)**	**(49,230)**
	Beginning Net Position	**1,242,581**	**1,198,728**	**1,206,109**	**1,158,577**
	Ending Net Position	**1,206,109**	**1,150,558**	**1,158,577**	**1,109,347**

Fixed Asset Purchases:

1504	Improvements other than Building	-	-	8,575	-
	Total Other Outflows	**-**	**-**	**8,575**	**-**

Ending Net Position Includes:				
Net investment in capital assets	1,250,681	1,207,492	1,209,858	1,172,858
Unrestricted net position resulting from:				
Due to the General Fund	(35,749)	(51,934)	(46,281)	(58,511)
Refundable Deposits Payable	(5,500)	(5,000)	(5,000)	(5,000)
General accounts payable	(3,323)	-	-	-
Total Net Position	**1,206,109**	**1,150,558**	**1,158,577**	**1,109,347**

FIDUCIARY FUNDS

2016-17

City of Clayton
High Street Bridge Fund 217
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7381	Property Tax Admin Cost	253	254	-	-
7611	Principal (RDA Repay)	609	645	645	645
7612	Interest Payment	845	809	809	809
	Total Expenditures	**1,707**	**1,708**	**1,454**	**1,454**
4611	High Street Bridge Assessment	1,754	2,008	1,754	1,754
4650	Special Assessment Payoff	-	-	-	-
5601	Interest	46	40	70	70
5606	Unrealized Inv Gain/Loss	(3)	-	-	-
	Total Revenue	**1,797**	**2,048**	**1,824**	**1,824**
	Increase (Decrease) in Fund Balance	**90**	**340**	**370**	**370**
	Beginning Fund Balance	**4,794**	**4,628**	**4,884**	**5,254**
	Ending Fund Balance	**4,884**	**4,968**	**5,254**	**5,624**
	Fund Balance Includes:				
	Reserve for Bridge Maintenance	**4,800**	**4,968**	**5,100**	**5,400**

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

City of Clayton
Oak Street Bridge Fund 218
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7381	Property Tax Admin Cost	258	258	258	258
7420	Other Outside Services	399	399	301	301
7611	Principal	2,847	3,046	3,046	3,260
7612	Interest Payment	1,144	945	945	731
	Total Expenditures	**4,648**	**4,648**	**4,550**	**4,550**
4611	Oak Street Bridge Assessment	6,150	6,150	6,150	6,150
5601	Interest Income	204	180	300	300
5606	Unrealized Investment Gain/Loss	(2)	-	-	-
5790	Other Revenue	-	-	2,020	-
	Total Revenue	**6,352**	**6,330**	**8,470**	**6,450**
	Increase (Decrease) in Fund Balance	**1,704**	**1,682**	**3,920**	**1,900**
	Beginning Fund Balance	**19,176**	**20,857**	**20,880**	**24,800**
	Ending Fund Balance	**20,880**	**22,539**	**24,800**	**26,700**
	Fund Balance Includes:				
	Reserve for Bridge Maintenance	**23,200**	**24,800**	**24,800**	**26,400**

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

City of Clayton
Lydia Lane Sewer Assessment Fund 222
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7381	Property Tax Admin Cost	264	264	264	264
7420	Other Outside Services	2,400	2,400	2,400	2,400
7520	Projects	-	-	7,500	-
7611	Principal	5,000	5,000	5,000	5,000
7612	Interest Payment	11,050	10,400	10,250	10,400
7613	Paying Agent Fees	-	500	500	500
	Total Expenditures	**18,714**	**18,564**	**25,914**	**18,564**
4612	Lydia Lane Sewer Assessment	17,800	17,800	17,800	17,800
5601	Interest	640	600	900	800
5606	Unrealized Investment Gain/Loss	(57)	-	-	-
	Total Revenue	**18,383**	**18,400**	**18,700**	**18,600**
	Increase (Decrease) in Fund Balance	**(331)**	**(164)**	**(7,214)**	**36**
	Beginning Fund Balance	**86,409**	**85,595**	**86,078**	**78,864**
	Ending Fund Balance	**86,078**	**85,431**	**78,864**	**78,900**
	Fund Balance Includes:				
	Bond Reserve Fund	**12,804**	**12,804**	**12,804**	**12,804**

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

City of Clayton
Oak Street Sewer Assessment Fund 223
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7381	Property Tax Admin Cost	259	259	259	259
7420	Other Outside Services	1,650	1,500	1,500	1,500
7611	Principal	17,909	7,273	7,273	7,273
7612	Interest Payment	3,510	2,973	2,973	2,755
	Total Expenditures	**23,328**	**12,005**	**12,005**	**11,787**
4612	Oak Street Sewer Assessment	13,160	11,746	12,920	11,528
4650	Special Assessment Payoff	9,909	-	-	-
5601	Interest	74	60	60	60
5606	Unrealized Inv. Gain/Loss	(4)	-	-	-
	Total Revenue	**23,139**	**11,806**	**12,980**	**11,588**
	Increase (Decrease) in Fund Balance	**(189)**	**(199)**	**975**	**(199)**
	Beginning Fund Balance	**3,976**	**3,777**	**3,787**	**4,762**
	Ending Fund Balance	**3,787**	**3,578**	**4,762**	**4,563**

For financial reporting purposes, the Oak Street Sewer Assessment District Fund (No. 223) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
Diablo Estates Benefit Assessment District Fund 231
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7335	Gas & Electric Serv.	170	400	500	400
7338	Water Service	1,836	3,500	4,000	2,600
7381	Property Tax Admin Cost	270	270	270	271
7411	Professional Services Retainer (Legal)	-	-	5,000	-
7413	Special Legal Services	-	-	500	-
7419	Other Prof. Services	52,446	53,040	65,000	54,900
7420	Administrative Costs	456	456	456	456
8113	Transfer to Stormwater Fund	-	-	-	-
	Total Expenditures	**55,178**	**57,666**	**75,726**	**58,627**
5601	Interest Income	465	390	800	800
5606	Unrealized Investment Gain/Loss GASB31	16	-	-	-
4611	Fiduciary Fund Assessment	75,888	77,336	77,784	79,892
	Total Revenue	**76,369**	**77,726**	**78,584**	**80,692**
	Increase (Decrease) in Fund Balance	**21,191**	**20,060**	**2,858**	**22,065**
	Beginning Fund Balance	**50,673**	**59,101**	**71,864**	**74,722**
	Ending Fund Balance	**71,864**	**79,161**	**74,722**	**96,787**

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

City of Clayton
Clayton Financing Authority Fund 405
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
8111	Transfer to CIP Fund	-	-	-	-
	Total Expenditures	**-**	**-**	**-**	**-**
5601	Interest Income	65,830	4,130	9,900	8,000
5606	Unrealized Investment Gain/Loss GASB31	(570)	-	-	-
	Total Revenue	**65,260**	**4,130**	**9,900**	**8,000**
	Increase (Decrease) in Fund Balance	**65,260**	**4,130**	**9,900**	**8,000**
	Beginning Fund Balance	**634,228**	**697,657**	**699,488**	**709,388**
	Ending Fund Balance	**699,488**	**701,787**	**709,388**	**717,388**

For financial reporting purposes, the Clayton Financing Authority Fund (No. 405) meets the definition of and is reported as an *Agency Fund*. In accordance with GASB Statement No. 34, no fund balance is reported for Agency Funds. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well as debt service transactions which would otherwise be excluded from expenditures following GASB 34.

City of Clayton
Middle School CFD 1990-1 Fund 420
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7381	Property Tax Admin Cost	1,404	1,404	1,404	1,404
7419	Other Prof. Services	9,100	18,493	17,506	18,258
7420	Other Outside Services	16,452	16,452	16,452	16,452
7611	Principal	281,000	296,000	296,000	316,000
7612	Interest Expense	148,023	121,246	98,246	80,347
7613	Paying Agent Fees	740	800	765	800
7615	Property Taxes	603	603	603	603
	Total Expenditures	**457,322**	**454,998**	**430,976**	**433,864**
4609	Middle School CFD 1990-1 Assessment	409,807	404,998	405,802	401,802
5601	Interest Income	2,458	1,990	2,300	2,000
5606	Unrealized Investment Gain/(Loss)	(507)	-	-	-
	Total Revenue	**411,758**	**406,988**	**408,102**	**403,802**
	Increase (Decrease) in Fund Balance	**(45,564)**	**(48,010)**	**(22,874)**	**(30,062)**
	Beginning Fund Balance	**462,915**	**417,229**	**417,351**	**394,477**
	Ending Fund Balance	**417,351**	**369,219**	**394,477**	**364,415**

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

City of Clayton
CFA 2007 Middle School Refunding Fund 422
Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7419	Other Prof. Services	6,416	6,502	5,956	6,044
2804	Principal Payment (CFA 2007)	305,000	315,000	315,000	325,000
7612	Interest Expense	144,027	108,140	25,784	92,119
7613	Paying Agent Fees	2,310	2,310	2,310	2,310
	Total Expenditures	**457,753**	**431,952**	**349,050**	**425,473**
5606	Unrealized Investment Gain/Loss	62	-	-	-
5601	Interest Income	1,142	122,246	1,600	1,600
5701	Reimbursements/Refunds (CFD 1990-1)	-	8,812	8,266	8,354
5815	Interest on Loans/Bonds	116,193	-	119,146	73,447
1251	Principal Payment (CFD 1990-1)	281,000	296,000	296,000	316,000
	Total Revenue	**398,397**	**427,058**	**425,012**	**399,401**
	Increase (Decrease) in Fund Balance	**(59,356)**	**(4,894)**	**75,962**	**(26,072)**
	Beginning Fund Balance	**609,001**	**549,645**	**549,645**	**625,607**
	Ending Fund Balance	**549,645**	**544,751**	**625,607**	**599,535**
	Fund Balance Includes:				
	CFD 1990-1 Special Tax Fund (Trustee)	206,743	206,743	177,849	150,177
	2007 CFA TAB Reserve Fund (Trustee)	251,990	251,990	251,990	251,978
	Total	458,733	458,733	429,839	402,155

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

City of Clayton

RDA Successor Agency Private Purpose Trust Fund 615

Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2015-16 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7413	Legal Services Successor Agency Fund	150	-	-	-
7419	Other Professional Services	5,400	9,000	1,700	1,200
7420	Administrative Costs	250,000	250,000	250,000	231,915
7612	Interest Expense	52,302	77,156	83,433	75,901
7613	Paying Agent Fee	-	5,365	1,980	1,980
7614	Bond Issuance Costs	569	-	-	-
8500	Exraordinary Loss / (Gain)	(137,500)	-	1,025,396	-
2601	Due to General Fund (Firestation and 2%)	-	-	376,424	475,000
2802	2014 Refunding Bonds Payable	-	325,000	325,000	330,000
	Total Expenditures	**170,921**	**666,521**	**2,063,933**	**1,115,996**
4108	Redevelopment Property Tax Trust Fund Revenue	588,829	589,000	934,203	106,915
5601	Interest	14,274	5,000	20,000	10,000
5606	Unrealized Inv. Gain/Loss	(345)	-	-	-
5790	Other Revenues	22,873	11,700	11,700	11,481
	Total Revenue	**625,631**	**605,700**	**965,903**	**128,396**
	Increase (Decrease) in Fund Balance	**454,710**	**(60,821)**	**(1,098,030)**	**(987,600)**
	Beginning Fund Balance	**1,856,375**	**867,150**	**2,311,085**	**1,213,055**
	Ending Fund Balance	**2,311,085**	**806,329**	**1,213,055**	**225,455**
	Fund Balance Includes:				
	Restricted Bond Proceeds	**274,095**	**274,095**	**188,693**	**110,812**

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

City of Clayton

RDA Successor Housing Private Purpose Trust Fund 616

Proposed Budget 2016-17

Account Number	Account Name	2014-15 Actual	2014-15 Adopted Budget	2015-16 Projected	2016-17 Proposed Budget
7413	Legal Services	5,225	10,000	5,000	10,000
8500	Exraordinary Loss (DDR Obligation)	3,616,725	-	-	-
	Total Expenditures	**3,621,950**	**10,000**	**5,000**	**10,000**
4110	Program Revenues	86,400	81,400	81,400	86,400
5601	Interest	34,280	7,400	8,700	8,000
5606	Unrealized Inv. Gain/Loss	(12,462)	-	-	-
	Total Revenue	**108,218**	**88,800**	**90,100**	**94,400**
	Increase (Decrease) in Fund Balance	**(3,513,732)**	**78,800**	**85,100**	**84,400**
	Beginning Fund Balance	**4,086,110**	**495,755**	**572,378**	**657,478**
	Ending Fund Balance	**572,378**	**574,555**	**657,478**	**741,878**

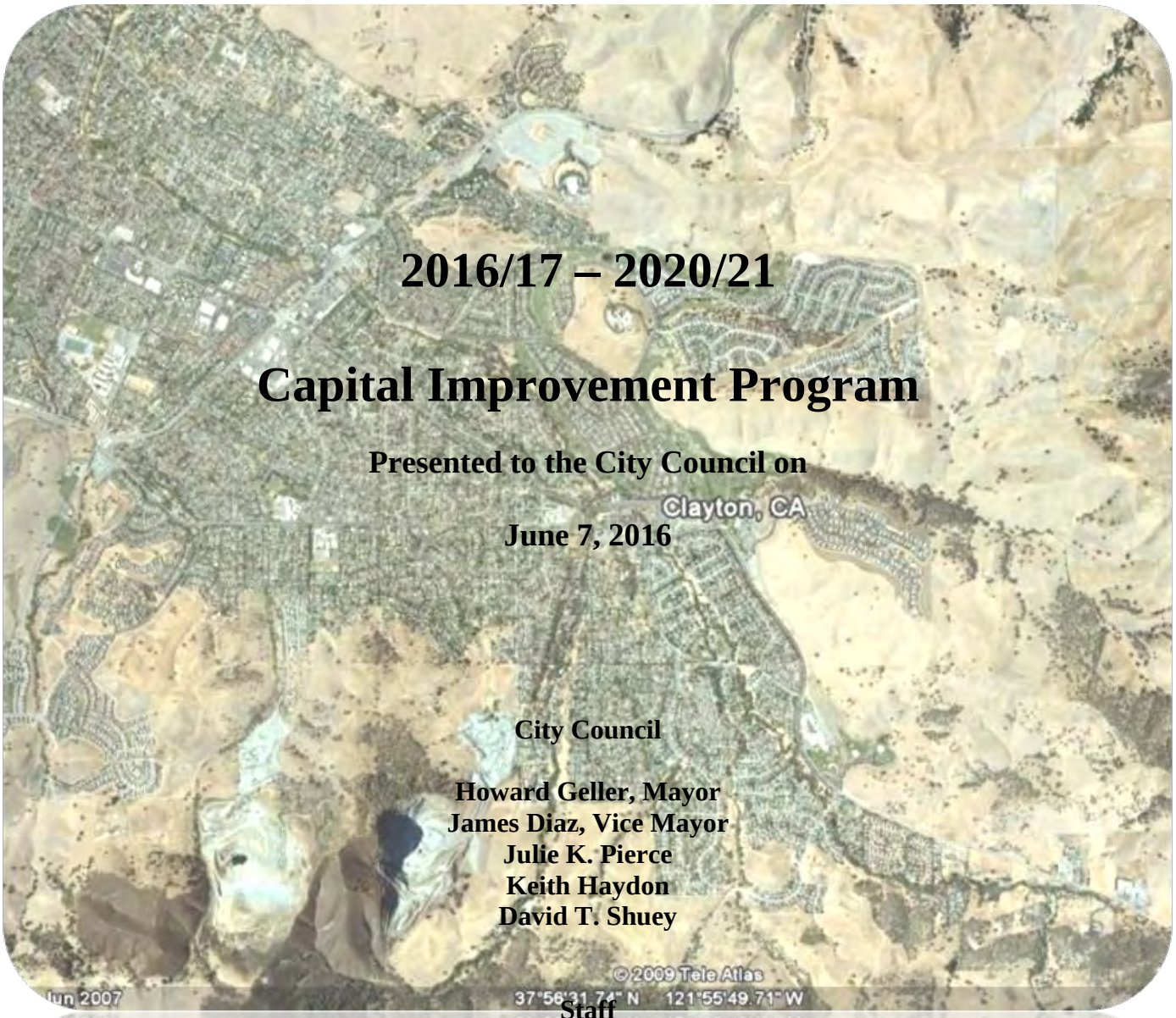
For financial reporting purposes, the RDA Successor Housing Agency Fund (No. 616) is a Private Purpose Trust Fiduciary Fund, and is reported on a full accrual proprietary fund basis. For budgeting purposes, however, this fund is reported on a modified accrual basis to better reflect the cash position of the fund as well debt service and loan transactions, which would otherwise be excluded from expenditures/revenues following proprietary fund GAAP accounting.

CAPITAL IMPROVEMENT PROGRAM

2016-17

Prepared by the City Engineer

CITY OF CLAYTON



2016/17 – 2020/21

Capital Improvement Program

Presented to the City Council on

June 7, 2016

City Council

Howard Geller, Mayor
James Diaz, Vice Mayor
Julie K. Pierce
Keith Haydon
David T. Shuey

Staff

Gary Napper	**City Manager**
Rick Angrisani	**City Engineer**
Mindy Gentry	**Community Development Director**
Janet Brown	**City Clerk**
Kevin Mizuno	**Finance Manager**

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Completed and Active Projects - FY 98/99 thru 15/16

Project Number	Project Category	Project	Comp. Sched.	Comp. Actual	Original Budget	Actual Cost
10330	Streets	Overlays	99/00	99/00	$ 570,000.00	$ 514,000.00
10331	Streets	Slurry Seals	na	na	$ -	included in 10330
10332	Streets	High Street Bridge	98/99	98/99	$ 65,000.00	$ 65,000.00
10333	Streets	Marsh Creek Road - TEA-21	99/00	02/03	$ 1,300,000.00	$ 1,300,000.00
10334	Parks	Community Dog Park	99/00	00/01	$ 27,500.00	$ 27,500.00
10335	Parks	El Molino Park	98/99	98/99	$ 76,000.00	$ 30,000.00
10336	Parks	Lydia Lane Park Ph. II	10/11	10/11	$ 40,000.00	$ 48,814.00
10337	Facilities	Keller House Preservation	05/06	05/06	$ 219,523.00	$ 219,523.00
10337A	Facilities	Keller House Rehabilitation	future		$ 1,780,477.00	
10338	Facilities	Endeavor Hall	00/01	00/01	$ 1,500,000.00	$ 1,450,000.00
10339	Facilities	Youth Center/Gym	01/02	02/03	$ 4,900,000.00	$ 4,900,000.00
10340	Landscape	Marsh Creek Road Landscape	98/99	98/99	$ 630,000.00	$ 400,000.00
10341	Streets	Center Street Crossing	99/00	00/01	$ 172,000.00	$ 172,000.00
10342	GHAD	Windmill Debris Basin	98/99	98/99	$ 75,000.00	$ 75,000.00
10343	GHAD	Crow Debris Basin	future		$ 100,000.00	
10344	GHAD	Obsidian Landslide	02/03	04/05	$ -	included in 10347
10345	GHAD	Clayton Rd. Landslides	99/00	00/01	$ 1,315,000.00	$ 1,240,000.00
10346	GHAD	Black Diamond Landslide**	na	na	$ -	$ -
10347	GHAD	V-ditch Repairs	02/03	04/05	$ 150,000.00	$ 144,063.00
10347A	GHAD	Eagle Peak Slope Repair	future		$ 1,125,000.00	
10348	GHAD	Keller Ridge Drive Area Slope Repair	future		$ 50,000.00	
10349	GHAD	Community Park Slide Repair	future		$ 100,000.00	
10350	Facilities	Downtown Elec. Conn.	99/00	99/00	$ 25,000.00	$ 40,000.00
10351	Facilities	Fire Station	00/01	00/01	$ 1,680,000.00	$ 1,610,000.00
10352	Landscape	Library Landscaping	00/01	02/03	$ 157,000.00	$ 194,000.00
10353	Streets	Downtown Revitalization	00/01	01/02	$ 2,000,000.00	$ 3,003,500.00
10354	Streets	Four Oaks Area	01/02	01/02	$ 175,000.00	$ 237,700.00
10355	Streets	Oak Street Bridge	00/01	00/01	$ 60,000.00	$ 62,000.00
10356	Landscape	Westwood Open Space	01/02	01/02	$ 205,000.00	$ 166,000.00
10357	Facilities	Old City Hall Renovation	98/99	98/99	$ 80,000.00	$ 72,000.00
10358	Facilities	Grove Property Acquisition	99/00	99/00	$ 500,000.00	$ 500,000.00
10359	Facilities	Endeavor Hall Parking I	00/01	01/02	$ 107,000.00	$ 108,000.00
10360	Facilities	Endeavor Hall Parking II	07/08	07/08	$ 150,000.00	$ 165,500.76
10361	Facilities	Stanley Property Acquisition**	13/14		$ 325,000.00	$ -
10362	Facilities	Stanley Property Parking**	future		$ -	$ -
10363	Facilities	Corp. Yard Expansion	99/00	03/04	$ 483,000.00	$ 589,720.00
10364	Streets	Downtown Signage**	na	na	$ -	$ -
10365	Facilities	Library Parking Expansion	00/01	01/02	$ -	included in 10352
10366	Facilities	Police Parking Expansion	01/02	03/04	$ -	included in 10363
10367	Parks	Downtown Park	07/08	07/08	$ 1,387,018.00	$ 2,100,000.00
10368	Parks	City Hall Park**	na	na	$ -	$ -
10369	Streets	Marsh Creek Road Narrowing**	na	na	$ -	$ -
10370	Creeks	Creek Revitalization	future		$ 3,000,000.00	
10371	Streets	Survey Monuments	02/03	04/05	$ 30,000.00	$ 30,000.00
10372	Streets	Traffic Signal Modifications	99/00	00/01	$ 10,000.00	$ 9,900.00
10373	Streets	Peacock Creek Dr. Signal	01/02	02/03	$ 175,000.00	$ 155,000.00
10374	Parks	North Valley Park	99/00	00/01	$ 50,000.00	$ 45,000.00
10375	Parks	Samuel Ct. Park	future		$ 75,000.00	
10376	Facilities	Equestrian Staging Area	99/00	01/02	$ 140,000.00	$ 140,000.00
10377	Streets	DVMS - Right Turn Lane	01/02	01/02	$ 42,000.00	$ 51,100.00
10378	Streets	Keller Ridge Drive Planters	99/00	00/01	$ 100,000.00	$ 100,000.00
10379	Streets	Pine Hollow Road - Upgrade	future		$ 300,000.00	
10380	Parks	Community Park - Rt. Turn Lane**	na	na	$ -	$ -
10381	Parks	Bocce Ball Courts**	05/06		$ 100,000.00	$ 43,431.00
10382	GHAD	Inclinometers	00/01	00/01	$ 60,000.00	$ 50,000.00
10383	GHAD	Keller Drive Subdrain	99/00	99/00	$ 5,000.00	$ 5,000.00
10384	Streets	Mitchell Canyon Rd. Overlay	00/01	04/05	$ 145,000.00	$ 125,000.00
10385	Parks	Community Park Tot Lot Upgrade	02/03	04/05	$ 75,000.00	$ 112,496.00
10386	GHAD	Wells (cancelled)	na	na	$ -	$ -
10387	Streets	Pavement Rehab 2002/03	02/03	02/03	$ 1,000,000.00	$ 994,000.00
10388	Streets	Pavement Rehab 2003/04**	na	na	$ -	$ -
10389	Streets	Pavement Rehab 2004	04/05	04/05	$ 525,000.00	$ 557,650.00

Completed and Active Projects - FY 98/99 thru 15/16

Project Number	Project Category	Project	Comp. Sched.	Comp. Actual	Original Budget	Actual Cost
10390	Streets	Pavement Rehab 2005**	na	na	$ 88,000.00	$ -
10391	Streets	Pavement Rehab 2006	06/07	06/07	$ 1,188,000.00	$ 1,119,052.00
10392	Sewers	Oak - High Street	02/03	03/04	$ 320,000.00	$ 384,718.00
10393	Parks	Skateboard Park	future		$ 750,000.00	
10394	Streets	Handicap Ramps - RDA Area	05/06	05/06	$ 65,000.00	$ 60,132.00
10394A	Streets	ADA Compliance Program	future		$ 500,000.00	
10395	Streets	Catch Basin Modifications	future		$ 100,000.00	
10396	Streets	East Marsh Creek Road Signal	future		$ 350,000.00	
10397	Streets	Utility Undergrounding	future		$ 3,000,000.00	
10398	Streets	Clayton Rd. MCR Slurry Seal	05/06	05/06	$ 321,000.00	$ 235,456.00
10399	Sewers	Pine Hollow Area	future	05/06	$ 40,000.00	$ 141,596.00
10400	Other	Downtown Economic Development	future		$ 1,007,063.00	
10400A	Other	Town Center Property Purchase	11/12	11/12	$ 1,040,843.00	$ 1,040,843.00
10401	Streets	Pedestrian Xing Signals**	05/06	na	$ 200,000.00	$ -
10402	Streets	Clayton Road Trail Connection	07/08	09/10	$ 100,000.00	$ 264,879.00
10403	Streets	Downtown Entry Signs (in 10402)	07/08	09/10	$ 50,000.00	$ -
10404	Streets	Marsh Creek Rd. Retaining Wall	07/08	08/09	$ 320,000.00	$ 319,980.17
10405	Streets	2007 Pavement Patching Project	07/08	07/08	$ 91,327.00	$ 128,684.22
10406	Streets	2008 Pavement Rehab Project	08/09	08/09	$ 864,090.00	$ 1,060,427.68
10407	Parks	Community Park Upgrades	07/08	07/08	$ 420,000.00	$ 465,000.00
10408	Streets	2009 Pavement Rehab Project**	09/10	09/10	$ 402,000.00	$ -
10409	Streets	2010 Pavement Rehab Project	10/11	10/11	$ 842,000.00	
10410	Streets	2011 Neighborhood Street Project**	11/12	11/12	$ -	
10411	Streets	2012 Neighborhood Street Project**	12/13	12/13	$ -	
10412	Streets	2009 Arterial Overlay Project	09/10	09/10	$ 575,000.00	$ 513,460.00
10413	Parks	Community Park Parking Lot Expansion	10/11	11/12	$ 850,000.00	$ 1,056,717.00
10414	Streets	East Marsh Creek Rd. Upgrade**	na		$ -	
10415	Parks	Well Renovation	09/10	09/10	$ 25,000.00	$ 23,895.00
10416	Streets	Marsh Creek Rd. (old) Overlay	10/11	10/11	$ 430,300.00	$ 378,889.40
10417	Streets	2013 Neighborhood Street Project	13/14	13/14	$ 315,000.00	$ 1,263,258.00
10418	Streets	2014 Neighborhood Street Project	13/14	13/14	$ 315,000.00	included in 10417
10419	Parks	Community Park Lighting, etc.	future		$ 4,084,000.00	
10420	Parks	School Bridge Area Improvements	future		$ 196,030.00	
10421	Creeks	Cardinet Trail Restoration	15/16		$ 75,000.00	
10422	Sewers	El Molino Drive Sanitary Sewer Impr.	16/17		$ 317,758.00	
10423	Facilities	Library Upgrades	future		$ 1,000,000.00	
10424	Streets	2015 Neighborhood Street Project	15/16		$ 774,229.00	
10425	Streets	Collector Street Rehabilitation Project	16/17		$ 430,000.00	
10426	Facilities	City Hall Parking Area Rehabilitation	13/14	13/14	$ 27,000.00	$ 27,000.00
10427	Facilities	Library Parking Lot Rehabilitation	13/14	13/14	$ 51,000.00	$ 51,000.00
10428	Facilities	Lydia Lane Park Parking Rehabilitation	13/14	13/14	$ 11,000.00	$ 11,000.00
10429	Facilities	2012 Trail Repaving Project	13/14	13/14	$ 50,000.00	$ 70,000.00
10430	Landscape	Clayton Road Median Landscaping	11/12	11/12	$ 320,000.00	$ 304,173.78
10431	Landscape	Daffodil Hill Landscaping	11/12	11/12	$ 50,000.00	$ 47,500.00
10432	Streets	2016 Neighborhood Street Project	16/17		$ 969,600.00	
10433	Streets	DVMS Safety Signing	13/14	13/14	$ 40,000.00	$ 23,462.00
10434	Parks	CCCP Scoreboard Replacement	13/14	13/14	$ 43,544.00	$ 43,544.00
10435	Facilities	Library HVAC Replacement	13/14	13/14	$ 127,547.00	$ 127,547.00
10436	Streets	2018 Neighborhood Street Project	18/19		$ 834,000.00	
10437	Streets	2016 Arterial Rehabilitation Project	16/17		$ 1,200,000.00	
10438	Streets	Arterial Streetlight LED Project	15/16		$ 41,732.00	
		Total Project Costs (budget) (actual)			$ 52,573,581.00	$ 31,015,112.01

Red denotes completed projects
Green denotes FY 16-17 active projects
Brown denotes non-active projects used for accumulating income dedicated for future projects
**Deleted by City Council

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Summary of Project Costs by Fiscal Year **Deleted by City Council

Project Number	Project Category	Project Description	Prior Year Funding	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Future Costs	Total Budget
10330	Streets	Overlays	$ 514,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 514,000.00
10331	Streets	Slurry Seals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10332	Streets	High Street Bridge	$ 65,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 65,000.00
10333	Streets	Marsh Creek Road - TEA-21	$ 1,300,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,300,000.00
10334	Parks	Community Dog Park	$ 27,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 27,500.00
10335	Parks	El Molino Park	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 30,000.00
10336	Parks	Lydia Lane Park Ph. II	$ 48,814.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 48,814.00
10337	Facilities	Keller House Preservation	$ 219,523.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 219,523.00
10337A	Facilities	Keller House Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,780,477.00	$ 1,780,477.00
10338	Facilities	Endeavor Hall	$ 1,450,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,450,000.00
10339	Facilities	Youth Center/Gym	$ 4,900,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,900,000.00
10340	Landscape	Marsh Creek Road Landscape	$ 400,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 400,000.00
10341	Streets	Center Street Crossing	$ 172,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 172,000.00
10342	GHAD	Windmill Debris Basin	$ 75,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,000.00
10343	GHAD	Crow Debris Basin	$ -	$ -	$ -	$ -	$ -	$ -	$ 110,000.00	$ 110,000.00
10344	GHAD	Obsidian Landslide (in 10347)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10345	GHAD	Clayton Rd. Landslides	$ 1,240,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,240,000.00
10346	GHAD	Black Diamond Landslide**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10347	GHAD	V-ditch Repairs	$ 144,063.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 144,063.00
10347A	GHAD	Eagle Peak Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,250,000.00	$ 1,250,000.00
10348	GHAD	Keller Ridge Drive Area Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ 60,000.00	$ 60,000.00
10349	GHAD	Community Park Slide Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ 110,000.00	$ 110,000.00
10350	Facilities	Downtown Elec. Conn.	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 40,000.00
10351	Facilities	Fire Station	$ 1,610,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,610,000.00
10352	Landscape	Library Landscaping	$ 194,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 194,000.00
10353	Streets	Downtown Revitalization	$ 3,003,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,003,500.00
10354	Streets	Four Oaks Area	$ 237,700.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 237,700.00
10355	Streets	Oak Street Bridge	$ 62,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 62,000.00
10356	Landscape	Westwood Open Space	$ 166,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 166,000.00
10357	Facilities	Old City Hall Renovation	$ 72,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 72,000.00
10358	Facilities	Grove Property Acquisition	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
10359	Facilities	Endeavor Hall Parking I	$ 108,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 108,000.00
10360	Facilities	Endeavor Hall Parking II	$ 165,500.76	$ -	$ -	$ -	$ -	$ -	$ -	$ 165,500.76
10361	Facilities	Stanley Property**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10362	Facilities	Stanley Property Parking**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10363	Facilities	Corp. Yard Expansion	$ 598,720.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 598,720.00
10364	Streets	Downtown Signage**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10365	Facilities	Library Parking Expansion	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10366	Facilities	Police Parking Expansion	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10367	Parks	Downtown Park	$ 2,009,700.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,009,700.00
10368	Parks	City Hall Park**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10369	Streets	Marsh Creek Road Narrowing**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10370	Creeks	Creek Revitalization	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000.00	$ 3,000,000.00
10371	Streets	Survey Monuments	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 30,000.00
10372	Streets	Traffic Signal Modifications	$ 9,900.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,900.00
10373	Streets	Peacock Creek Dr. Signal	$ 155,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 155,000.00
10374	Parks	North Valley Park	$ 45,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 45,000.00
10375	Parks	Samuel Ct. Park	$ -	$ -	$ -	$ -	$ -	$ -	$ 85,000.00	$ 85,000.00
10376	Facilities	Equestrian Staging Area	$ 140,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 140,000.00
10377	Streets	DVMS - Right Turn Lane	$ 51,100.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 51,100.00
10378	Streets	Keller Ridge Drive Planters	$ 100,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,000.00
10379	Streets	Pine Hollow Road - Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ 325,000.00	$ 325,000.00
10380	Parks	Community Park - Rt. Turn Lane**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10381	Parks	Bocce Ball Courts	$ 43,431.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,431.00
10382	GHAD	Inclinometers	$ 50,000.00		$ -	$ -	$ -	$ -	$ -	$ 50,000.00
10383	GHAD	Keller Ridge Drive Subdrain	$ 5,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000.00
10384	Streets	Mitchell Canyon Rd. Overlay	$ 125,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 125,000.00
10385	Parks	Community Park Tot Lot Upgrade	$ 112,496.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 112,496.00
10386	GHAD	Wells**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10387	Streets	Pavement Rehab 2002/03	$ 994,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 994,000.00
10388	Streets	Pavement Rehab 2003/04	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10389	Streets	Pavement Rehab 2004	$ 537,650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 537,650.00
10390	Streets	Pavement Rehab 2005**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10391	Streets	Pavement Rehab 2006	$ 11,190,552.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,190,552.00
10392	Sewers	Oak - High Street	$ 384,718.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 384,718.00
10393	Parks	Skateboard Park	$ -	$ -	$ -	$ -	$ -	$ -	$ 750,000.00	$ 750,000.00
10394	Streets	Handicap Ramps - RDA Area	$ 60,182.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 60,182.00
10394A	Streets	ADA Compliance Program	$ 16,787.00	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 453,213.00	$ 500,000.00
10395	Streets	Catch Basin Modifications	$ -	$ -	$ -	$ -	$ -	$ -	$ 100,000.00	$ 100,000.00
10396	Streets	East Marsh Creek Road Signal	$ -	$ -	$ -	$ -	$ -	$ -	$ 350,000.00	$ 350,000.00
10397	Streets	Utility Undergrounding	$ 278,688.00	$ 21,000.00	$ 21,000.00	$ 21,000.00	$ 21,000.00	$ 21,000.00	$ 2,616,312.00	$ 3,000,000.00
10398	Streets	Clayton Rd. MCR Slurry Seal	$ 235,456.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 235,456.00
10399	Sewers	Pine Hollow Area	$ 141,596.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 141,596.00

Summary of Project Costs by Fiscal Year

**Deleted by City Council

Project Number	Project Category	Project Description	Prior Year Funding	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	Future Costs	Total Budget
10400	Other	Downtown Economic Development	$ 1,021,486.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,021,486.00
10400A	Other	Town Center Property Purchase	$ 1,040,843.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,040,843.00
10401	Streets	Pedestrian Xing Signals**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10402	Streets	Clayton Road Trail Connection	$ 264,879.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 264,879.00
10403	Streets	Downtown Entry Signage (in 10402)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10404	Streets	Marsh Creek Rd. Retaining Wall	$ 319,980.17	$ -	$ -	$ -	$ -	$ -	$ -	$ 319,980.17
10405	Streets	2007 Pavement Patching Project	$ 128,684.22	$ -	$ -	$ -	$ -	$ -	$ -	$ 128,684.22
10406	Streets	2008 Pavement Rehab Project	$ 1,060,427.62	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,060,427.62
10407	Streets	Clayton Road Trail Connection	$ 465,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 465,000.00
10408	Streets	2009 Pavement Rehab Project**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10409	Streets	2010 Pavement Rehab Project	tbd	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10410	Streets	2011 Neighborhood Street Project**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10411	Streets	2012 Neighborhood Street Project**	$ -		$ -	$ -	$ -	$ -	$ -	$ -
10412	Streets	2009 Arterial Overlay Project	$ 513,460.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 513,460.00
10413	Parks	Community Park Parking Lot Exp.	$ 1,056,717.00	$ -	$ -	$ -	$ -		$ -	$ 1,056,717.00
10414	Streets	East Marsh Creek Rd. Upgrade**	$ 43,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,000.00
10415	Parks	Well Renovation	$ 23,895.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 23,895.00
10416	Streets	Marsh Creek Rd. (old) Overlay	$ 430,300.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 430,300.00
10417	Streets	2013 Neighborhood Street Project	$ 1,263,258.00	$ -	$ -	$ -	$ -		$ -	$ 1,263,258.00
10418	Streets	2014 Neighborhood Street Project	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10419	Parks	Community Park Lighting, etc.	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,084,000.00	$ 4,084,000.00
10420	Parks	School Bridge Area Improvements	$ -	$ -	$ -	$ -	$ -	$ -	$ 196,030.00	$ 196,030.00
10421	Creeks	Cardinet Trail Restoration	$ 75,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 75,000.00
10422	Sewers	El Molino Drive Sanitary Sewer Impr.	$ 55,000.00	$ 307,800.00	$ -	$ -	$ -	$ -	$ -	$ 362,800.00
10423	Facilities	Library Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,000,000.00	$ 1,000,000.00
10424	Streets	2015 Neighborhood Street Project	$ 774,229.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 774,229.00
10425	Streets	Collector Street Rehabilitation Project	$ -	$ 430,000.00	$ -	$ -	$ -	$ -	$ -	$ 430,000.00
10426	Facilities	City Hall Parking Area Rehabilitation	$ 27,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 27,000.00
10427	Facilities	Library Parking Lot Rehabilitation	$ 51,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 51,000.00
10428	Facilities	Lydia Lane Park Parking Rehabilitation	$ 11,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,000.00
10429	Facilities	2012 Trail Repaving Project	$ 70,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 70,000.00
10430	Landscape	Clayton Road Median Landscaping	$ 320,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 320,000.00
10431	Landscape	Daffodil Hill Landscaping	$ 50,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000.00
10432	Streets	2016 Neighborhood Street Project	$ 552,600.00	$ 1,054,265.00	$ -	$ -	$ -	$ -	$ -	$ 1,606,865.00
10433	Streets	DVMS Safety Signing	$ 23,462.00	$ -	$ -		$ -	$ -	$ -	$ 23,462.00
10434	Parks	CCCP Scoreboard Replacement	$ 46,244.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 46,244.00
10435	Facilities	Library HVAC Replacement	$ 127,547.00	$ -	$ -		$ -	$ -	$ -	$ 127,547.00
10436	Streets	2018 Neighborhood Street Project	$ -	$ -	$ 428,091.00	$ 394,730.00	$ -	$ -	$ -	$ 822,821.00
10437	Streets	2016 Arterial Rehabilitation Project	$ -	$ 1,200,000.00	$ -	$ -	$ -	$ -	$ -	$ 1,200,000.00
10438	Streets	Arterial Streetlight LED Project	$ 41,732.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 41,732.00
		Cost Totals	$ 43,916,320.77	$ 3,019,065.00	$ 455,091.00	$ 421,730.00	$ 27,000.00	$ 27,000.00	$ 16,270,032.00	$ 64,136,238.77

Red denotes completed projects
Green denotes active projects funded in FY 16/17
Blue denotes active projects funded prior to FY 16/17
Brown denotes non-active projects used for accumulating income dedicated for future projects
** Deleted by City Council

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Budget Cost by Funding Source - FY 2016/17

Fund Name			Carry Forward	Gas Tax	Fed. Funds	Measure J	Community Fac. Fee	Offsite Arterial Fee	PG&E Rule 20A	16/17 Project Totals
Fund Balance as of 6/30/16				$ 101,270	$ -	$ -	$ 5,124	$ 73,458	$ -	
Estimated Revenue thru FY 16/17				$ 305,000	$ 385,000	$ 1,993,236	$ -	$ -	$ 21,000	
Estimated non-CIP Expenses in FY 16/17				$ (137,270)	$ -	$ (2,000)	$ -	$ -	$ -	
Funds Available for CIP in FY 16/17				$ 269,000	$ 385,000	$ 1,991,236	$ 5,124	$ 73,458	$ 21,000	
#	Category	Project								
10337A	Facilities	Keller House Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10343	GHAD	Crow Debris Basin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10347A	GHAD	Eagle Peak Slope Repairs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10348	GHAD	Keller Ridge Drive Area Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10349	GHAD	Community Park Slide Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10361	Facilities	Stanley Property	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10370	Creeks	Creek Revitalization	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10375	Parks	Samuel Ct. Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10379	Streets	Pine Hollow Road - Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10393	Parks	Skateboard Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10394A	Streets	ADA Compliance Program	$ 16,787	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ 6,000
10395	Streets	Catch Basin Modifications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10396	Streets	East Marsh Creek Road Signal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10397	Streets	Utility Undergrounding	$ 404,000	$ -	$ -	$ -	$ -	$ -	$ 21,000	$ 21,000
10400	Other	Downtown Economic Development	$ 1,021,486	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10419	Parks	Community Park Lighting, etc.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10421	Creeks	Cardinet Trail Renovation	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10422	Sewers	El Molino Drive Sanitary Sewer Impr.	$ 315,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10423	Facilities	Library Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10425	Streets	Collector Street Rehabilitation Project	$ 45,000	$ 30,000	$ 385,000	$ -	$ -	$ -	$ -	$ 415,000
10432	Streets	2016 Neighborhood Street Project	$ -	$ 233,000	$ -	$ 791,236	$ -	$ -	$ -	$ 1,024,236
10436	Streets	2018 Neighborhood Street Project	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10437	Streets	2016 Arterial Rehabilitation Project	$ -	$ -	$ -	$ 1,200,000	$ -	$ -	$ -	$ 1,200,000
10438	Streets	Arterial Streetlight LED Project	$ 41,732	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total CIP Expenditures in FY 16/17				$ 269,000	$ 385,000	$ 1,991,236	$ -	$ -	$ 21,000	$ 2,666,236
Fund Balance as of June 30, 2017				$ -	$ -	$ -	$ 5,124	$ 73,458	$ -	

Red denotes projects completed in FY 15/16
Green denotes active projects funded in FY 16/17
Blue denotes active projects funded prior to FY 16/17
Brown denotes non-active projects used for accumulating income dedicated for future projects

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Budget Cost by Funding Source - FY 2017/18

		Fund Name	Carry Forward	Gas Tax	Fed. Funds	Measure J	Community Fac. Fee	Offsite Arterial Fee	PG&E Rule 20A	17/18 Project Totals
		Fund Balance as of 6/30/17		$ 33,361	$ -	$ -	$ 5,124	$ 73,458	$ -	
		Estimated Revenue thru FY 17/18		$ 305,000	$ -	$ 235,000	$ -	$ -	$ 21,000	
		Estimated non-CIP Expenses in FY 17/18		$ (137,270)	$ -	$ (2,000)	$ -	$ -	$ -	
		Funds Available for CIP in FY 17/18		$ 201,091	$ -	$ 233,000	$ 5,124	$ 73,458	$ 21,000	
#	Category	Project								
10337A	Facilities	Keller House Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10343	GHAD	Crow Debris Basin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10347A	GHAD	Eagle Peak Slope Repairs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10348	GHAD	Keller Ridge Drive Area Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10349	GHAD	Community Park Slide Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10361	Facilities	Stanley Property	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10370	Creeks	Creek Revitalization	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10375	Parks	Samuel Ct. Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10379	Streets	Pine Hollow Road - Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10393	Parks	Skateboard Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10394A	Streets	ADA Compliance Program	$ 22,590	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ 6,000
10395	Streets	Catch Basin Modifications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10396	Streets	East Marsh Creek Road Signal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10397	Streets	Utility Undergrounding	$ 425,000	$ -	$ -	$ -	$ -	$ -	$ 21,000	$ 21,000
10400	Other	Downtown Economic Development	$ 1,021,486	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10419	Parks	Community Park Lighting, etc.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10422	Sewers	El Molino Drive Sanitary Sewer Impr.	$ 362,800		$ -	$ -	$ -	$ -	$ -	$ -
10423	Facilities	Library Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10425	Streets	Collector Street Rehabilitation Project	$ 505,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10432	Streets	2016 Neighborhood Street Project	$ 1,024,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10436	Streets	2018 Neighborhood Street Project	$ -	$ 195,091	$ -	$ 233,000	$ -	$ -	$ -	$ 428,091
		Total CIP Expenditures in FY 17/18		$ 201,091	$ -	$ 233,000	$ -	$ -	$ 21,000	$ 455,091
		Fund Balance as of June 30, 2018		$ -	$ -	$ -	$ 5,124	$ 73,458	$ -	

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CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Budget Cost by Funding Source - FY 2018/19

		Fund Name	Carry Forward	Gas Tax	511 Grant	Measure J	Community Fac. Fee	Offsite Arterial Fee	PG&E Rule 20A	18/19 Project Totals
		Fund Balance as of 6/30/18		$ -	$ -	$ -	$ 5,124	$ 73,458	$ -	
		Estimated Revenue thru FY 18/19		$ 305,000	$ -	$ 235,000	$ -	$ -	$ 21,000	
		Estimated non-CIP Expenses in FY 18/19		$ (137,270)	$ -	$ (2,000)	$ -	$ -	$ -	
		Funds Available for CIP in FY 18/19		$ 167,730	$ -	$ 233,000	$ 5,124	$ 73,458	$ 21,000	
#	Category	Project								
10337A	Facilities	Keller House Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10343	GHAD	Crow Debris Basin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10347A	GHAD	Eagle Peak Slope Repairs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10348	GHAD	Keller Ridge Drive Area Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10349	GHAD	Community Park Slide Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10370	Creeks	Creek Revitalization	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10375	Parks	Samuel Ct. Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10379	Streets	Pine Hollow Road - Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10393	Parks	Skateboard Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10394A	Streets	ADA Compliance Program	$ 28,590	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ 6,000
10395	Streets	Catch Basin Modifications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10396	Streets	East Marsh Creek Road Signal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10397	Streets	Utility Undergrounding	$ 446,000	$ -	$ -	$ -	$ -	$ -	$ 21,000	$ 21,000
10400	Other	Downtown Economic Development	$ 1,021,486	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10414	Streets	East Marsh Creek Rd. Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10419	Parks	Community Park Lighting, etc.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10423	Facilities	Library Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10421	Creeks	Cardinet Trail Restoration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10436	Streets	2018 Neighborhood Street Project	$ 428,091	$ 161,730	$ -	$ 233,000	$ -	$ -	$ -	$ 394,730
		Total CIP Expenditures in FY 18/19		$ 167,730	$ -	$ 233,000	$ -	$ -	$ 21,000	$ 421,730
		Fund Balance as of June 30, 2019		$ -	$ -	$ -	$ 5,124	$ 73,458	$ -	

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CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Budget Cost by Funding Source - FY 2019/20

		Fund Name	Carry Forward	Gas Tax	511 Grant	Measure J	Community Fac. Fee	Offsite Arterial Fee	PG&E Rule 20A	19/20 Project Totals
		Fund Balance as of 6/30/19		$ -	$ -	$ -	$ 5,124	$ 73,458	$ -	
		Estimated Revenue thru FY 19/20		$ 305,000	$ -	$ 235,000	$ -	$ -	$ 21,000	
		Estimated non-CIP Expenses in FY 19/20		$ (137,270)	$ -	$ (2,000)	$ -	$ -	$ -	
		Funds Available for CIP in FY 19/20		$ 167,730	$ -	$ 233,000	$ 5,124	$ 73,458	$ 21,000	
#	Category	Project								
10337A	Facilities	Keller House Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10343	GHAD	Crow Debris Basin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10347A	GHAD	Eagle Peak Slope Repairs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10348	GHAD	Keller Ridge Drive Area Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10349	GHAD	Community Park Slide Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10370	Creeks	Creek Revitalization	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10375	Parks	Samuel Ct. Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10379	Streets	Pine Hollow Road - Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10393	Parks	Skateboard Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10394A	Streets	ADA Compliance Program	$ 34,590	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ 6,000
10395	Streets	Catch Basin Modifications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10396	Streets	East Marsh Creek Road Signal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10397	Streets	Utility Undergrounding	$ 467,000	$ -	$ -	$ -	$ -	$ -	$ 21,000	$ 21,000
10400	Other	Downtown Economic Development	$ 1,021,486	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10414	Streets	East Marsh Creek Rd. Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10419	Parks	Community Park Lighting, etc.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10423	Facilities	Library Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10421	Creeks	Cardinet Trail Restoration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10436	Streets	2018 Neighborhood Street Project	$ 822,821	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Total CIP Expenditures in FY 19/20		$ 6,000	$ -	$ -	$ -	$ -	$ 21,000	$ 27,000
		Fund Balance as of June 30, 2020		$ 161,730	$ -	$ 233,000	$ 5,124	$ 73,458	$ -	

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CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

Budget Cost by Funding Source - FY 2020/21

		Fund Name	Carry Forward	Gas Tax	511 Grant	Measure J	Community Fac. Fee	Offsite Arterial Fee	PG&E Rule 20A	20/21 Project Totals
		Fund Balance as of 6/30/20		$ 161,730	$ -	$ 233,000	$ 5,124	$ 73,458	$ -	
		Estimated Revenue thru FY 20/21		$ 305,000	$ -	$ 235,000	$ -	$ -	$ 21,000	
		Estimated non-CIP Expenses in FY 20/21		$ (137,270)	$ -	$ (2,000)	$ -	$ -	$ -	
		Funds Available for CIP in FY 20/21		$ 329,460	$ -	$ 466,000	$ 5,124	$ 73,458	$ 21,000	
#	Category	Project								
10337A	Facilities	Keller House Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10343	GHAD	Crow Debris Basin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10347A	GHAD	Eagle Peak Slope Repairs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10348	GHAD	Keller Ridge Drive Area Slope Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10349	GHAD	Community Park Slide Repair	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10370	Creeks	Creek Revitalization	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10375	Parks	Samuel Ct. Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10379	Streets	Pine Hollow Road - Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10393	Parks	Skateboard Park	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10394A	Streets	ADA Compliance Program	$ 40,590	$ 6,000	$ -	$ -	$ -	$ -	$ -	$ 6,000
10395	Streets	Catch Basin Modifications	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10396	Streets	East Marsh Creek Road Signal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10397	Streets	Utility Undergrounding	$ 488,000	$ -	$ -	$ -	$ -	$ -	$ 21,000	$ 21,000
10400	Other	Downtown Economic Development	$ 1,021,486	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10414	Streets	East Marsh Creek Rd. Upgrade	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10419	Parks	Community Park Lighting, etc.	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10423	Facilities	Library Upgrades	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10421	Creeks	Cardinet Trail Restoration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Total CIP Expenditures in FY 20/21		$ 6,000	$ -	$ -	$ -	$ -	$ 21,000	$ 27,000
		Fund Balance as of June 30, 2021		$ 323,460	$ -	$ 466,000	$ 5,124	$ 73,458	$ -	

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CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

* Completed - no project sheet included
Master Index of Projects by Number **Deleted by City Council

Project Number	Project Category	Project
10330	Streets	Overlays*
10331	Streets	Slurry Seals (deleted)*
10332	Streets	High Street Bridge*
10333	Streets	Marsh Creek Road - TEA-21*
10334	Parks	Community Dog Park*
10335	Parks	El Molino Park*
10336	Parks	Lydia Lane Park Ph. II*
10337	Facilities	Keller House Preservation*
10337A	Facilities	Keller House Rehabilitation
10338	Facilities	Endeavor Hall*
10339	Facilities	Youth Center/Gym*
10340	Landscape	Marsh Creek Road LS*
10341	Streets	Center Street Crossing*
10342	GHAD	Windmill Debris Basin*
10343	GHAD	Crow Debris Basin
10344	GHAD	Obsidian Landslide*
10345	GHAD	Clayton Rd. Landslides*
10346	GHAD	Black Diamond Landslide**
10347	GHAD	V-ditch Repairs*
10347A	GHAD	Eagle Peak Slope Repair
10348	GHAD	Keller Ridge Slope Repair
10349	GHAD	Community Park Slide Repair
10350	Facilities	Downtown Elec. Conn.*
10351	Facilities	Fire Station*
10352	Landscape	Library Landscaping*
10353	Streets	Downtown Revitalization*
10354	Streets	Four Oaks Area*
10355	Streets	Oak Street Bridge*
10356	Landscape	Westwood Open Space*
10357	Facilities	Old City Hall Renovation*
10358	Facilities	Grove Property Acquisition*
10359	Facilities	Endeavor Hall Parking I*
10360	Facilities	Endeavor Hall Parking II*
10361	Facilities	Stanley Property**
10362	Facilities	Stanley Property Parking**
10363	Facilities	Corp. Yard Expansion*
10364	Streets	Downtown Signage**
10365	Facilities	Library Parking Expansion*
10366	Facilities	Police Parking Expansion*
10367	Parks	Downtown Park*
10368	Parks	City Hall Park**
10369	Streets	Marsh Creek Road Narrowing**
10370	Creeks	Creek Revitalization
10371	Streets	Survey Monuments*
10372	Streets	Traffic Signal Modifications*
10373	Streets	Peacock Creek Dr. Signal*
10374	Parks	North Valley Park*
10375	Parks	Samuel Ct. Park
10376	Facilities	Equestrian Staging Area*
10377	Streets	DVMS - Right Turn Lane*
10378	Streets	Keller Ridge Drive Planters*
10379	Streets	Pine Hollow Road - Upgrade
10380	Parks	Community Park - Rt. Turn Lane**
10381	Parks	Bocce Ball Courts**
10382	GHAD	Inclinometers*
10383	GHAD	Keller Ridge Drive Subdrain*
10384	Streets	Mitchell Canyon Rd. Overlay*

Project Number	Project Category	Project
10385	Parks	Community Park Tot Lot*
10386	GHAD	Wells (cancelled)*
10387	Streets	Pavement Rehab 2002/03*
10388	Streets	Pavement Rehab 2003/04*
10389	Streets	Pavement Rehab 2004*
10390	Streets	Pavement Rehab 2005**
10391	Streets	Pavement Rehab 2006*
10392	Sewers	Oak - High Street*
10393	Parks	Skateboard Park
10394	Streets	Handicap Ramps - RDA Area*
10394A	Streets	ADA Compliance Program
10395	Streets	Catch Basin Modifications
10396	Streets	East Marsh Creek Road Signal
10397	Streets	Utility Undergrounding
10398	Streets	Clayton Rd. MCR Slurry Seal*
10399	Sewers	Pine Hollow Area*
10400	Other	Downtown Economic Development
10400A	Other	Town Center Property Purchase*
10401	Streets	Pedestrian Xing Signals**
10402	Streets	Clayton Road Trail Connection*
10403	Streets	Downtown Entry Signs*
10404	Streets	Marsh Creek Rd. Retaining Wall*
10405	Streets	2007 Pavement Patching Project*
10406	Streets	2008 Pavement Rehab Project*
10407	Parks	Community Park Upgrades*
10408	Streets	2009 Pavement Rehab Project**
10409	Streets	2010 Pavement Rehab Project*
10410	Streets	2011 Neighborhood Street Project**
10411	Streets	2012 Neighborhood Street Project*
10412	Streets	2009 Arterial Overlay Project*
10413	Parks	Community Park Parking Lot Expan.*
10414	Streets	East Marsh Creek Rd. Upgrade**
10415	Parks	Well Renovation*
10416	Streets	Marsh Creek Rd. (old) Overlay*
10417	Streets	2013 Neighborhood Street Project*
10418	Streets	2014 Neighborhood Street Project*
10419	Parks	Community Park Lighting, etc.
10420	Parks	School Bridge Area Improvements
10421	Creeks	Cardinet Trail Restoration*
10422	Sewers	El Molino Drive Sanitary Sewer Impr.
10423	Facilities	Library Upgrades
10424	Streets	2015 Neighborhood Street Project*
10425	Streets	Collector Street Rehabilitation Project
10426	Facilities	City Hall Parking Area Rehabilitation*
10427	Facilities	Library Parking Lot Rehabilitation*
10428	Facilities	Lydia Lane Park Parking Rehabilitation*
10429	Facilities	2012 Trail Repaving Project*
10430	Landscape	Clayton Road Median Landscaping*
10431	Landscape	Daffodil Hill Landscaping*
10432	Streets	2016 Neighborhood Street Project
10433	Streets	DVMS Safety Signing*
10434	Parks	CCCP Scoreboard Replacement*
10435	Facilities	Library HVAC Replacement*
10436	Streets	2018 Neighborhood Street Project
10437	Streets	2016 Arterial Rehabilitation Project
10438	Streets	Arterial Streetlight LED Project*

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2016/17 to 2020/21

*Completed - no project sheet included
**Deleted by City Council

Master Index of Projects by Type

Project Number	Project Category	Project
		CREEKS
10370	Creeks	Creek Revitalization
10421	Creeks	Cardinet Trail Restoration*
		FACILITIES
10337	Facilities	Keller House Preservation*
10337A	Facilities	Keller House Rehabilitation
10338	Facilities	Endeavor Hall*
10339	Facilities	Youth Center/Gym*
10350	Facilities	Downtown Elec. Conn.*
10351	Facilities	Fire Station*
10357	Facilities	Old City Hall Renovation*
10358	Facilities	Grove Property Acquisition*
10359	Facilities	Endeavor Hall Parking I*
10360	Facilities	Endeavor Hall Parking II*
10361	Facilities	Stanley Property*
10362	Facilities	Stanley Property Parking**
10363	Facilities	Corp. Yard Expansion*
10365	Facilities	Library Parking Expansion*
10366	Facilities	Police Parking Expansion*
10376	Facilities	Equestrian Staging Area*
10423	Facilities	Library Upgrades
10426	Facilities	City Hall Parking Area Rehabilitation*
10427	Facilities	Library Parking Lot Rehabilitation*
10428	Facilities	Lydia Lane Park Parking Rehabilitation*
10429	Facilities	2012 Trail Repaving Project*
10435	Facilities	Library HVAC Replacement*
		GHAD
10342	GHAD	Windmill Debris Basin*
10343	GHAD	Crow Debris Basin
10344	GHAD	Obsidian Landslide*
10345	GHAD	Clayton Rd. Landslides*
10346	GHAD	Black Diamond Landslide**
10347	GHAD	V-ditch Repairs*
10347A	GHAD	Eagle Peak Slope Repair
10348	GHAD	Keller Ridge Slope Repair
10349	GHAD	Community Park Slide Repair
10382	GHAD	Inclinometers*
10383	GHAD	Keller Ridge Drive Subdrain*
10386	GHAD	Wells (cancelled)*
		LANDSCAPE
10340	Landscape	Marsh Creek Road LS*
10352	Landscape	Library Landscaping*
10356	Landscape	Westwood Open Space*
10430	Landscape	Clayton Road Median Landscaping*
10431	Landscape	Daffodil Hill Landscaping*
		OTHER
10392	Sewers	Oak - High Street*
10399	Sewers	Pine Hollow Area*
10400	Other	Downtown Economic Development
10400A	Other	Town Center Property Purchase*
10422	Sewers	El Molino Drive Sanitary Sewer Imp.
		PARKS
10334	Parks	Community Dog Park*
10335	Parks	El Molino Park*
10336	Parks	Lydia Lane Park Ph. II*
10434	Parks	CCCP Scoreboard Replacement*
10367	Parks	Downtown Park*

Project Number	Project Category	Project
		PARKS (cont'd.)
10368	Parks	City Hall Park
10374	Parks	North Valley Park*
10375	Parks	Samuel Ct. Park
10380	Parks	Community Park - Rt. Turn Lane**
10381	Parks	Bocce Ball Courts**
10385	Parks	Community Park Tot Lot*
10393	Parks	Skateboard Park
10407	Parks	Community Park Upgrades*
10413	Parks	Community Park Parking Lot Exp.*
10415	Parks	Well Renovation*
10419	Parks	Community Park Lighting, etc.
10420	Parks	School Bridge Area Improvements
STREETS		
10330	Streets	Overlays*
10331	Streets	Slurry Seals (deleted)*
10332	Streets	High Street Bridge*
10333	Streets	Marsh Creek Road - TEA-21*
10341	Streets	Center Street Crossing*
10353	Streets	Downtown Revitalization*
10354	Streets	Four Oaks Area*
10355	Streets	Oak Street Bridge*
10364	Streets	Downtown Signage**
10369	Streets	Marsh Creek Road Narrowing**
10371	Streets	Survey Monuments*
10372	Streets	Traffic Signal Modifications*
10373	Streets	Peacock Creek Dr. Signal*
10377	Streets	DVMS - Right Turn Lane*
10378	Streets	Keller Ridge Drive Planters*
10379	Streets	Pine Hollow Road - Upgrade
10384	Streets	Mitchell Canyon Rd. Overlay*
10387	Streets	Pavement Rehab 2002/03*
10388	Streets	Pavement Rehab 2003/04*
10389	Streets	Pavement Rehab 2004*
10390	Streets	Pavement Rehab 2005**
10391	Streets	Pavement Rehab 2006*
10394	Streets	Handicap Ramps - RDA Area*
10394A	Streets	ADA Compliance Program
10395	Streets	Catch Basin Modification
10396	Streets	East Marsh Creek Road Signal
10397	Streets	Utility Undergrounding
10398	Streets	Clayton Rd. MCR Slurry Seal*
10401	Streets	Pedestrian Xing Signals**
10402	Streets	Clayton Road Trail Connection*
10403	Streets	Downtown Entry Signs*
10404	Streets	Marsh Creek Rd. Retaining Wall*
10405	Streets	2007 Pavement Patching Project*
10406	Streets	2008 Pavement Rehab Project*
10408	Streets	2009 Pavement Rehab Project**
10409	Streets	2010 Pavement Rehab Project*
10410	Streets	2011 Neighborhood Street Project**
10411	Streets	2012 Neighborhood Street Project*
10412	Streets	2009 Arterial Overlay Project*
10414	Streets	East Marsh Creek Rd. Upgrade**
10416	Streets	Marsh Creek Rd. (old) Overlay*
10417	Streets	2013 Neighborhood Street Project*
10418	Streets	2014 Neighborhood Street Project*
10424	Streets	2015 Neighborhood Street Project*
10425	Streets	Collector Street Rehabilitation Project
10430	Streets	2016 Neighborhood Street Project
10433	Streets	DVMS - Safety Signing*
10436	Streets	2018 Neighborhood Street Project
10437	Streets	2016 Arterial Rehabilitation Project
10438	Streets	Arterial Streetlight LED Project*

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Facilities	10337A	Keller House Rehabilitation

DESCRIPTION - LOCATION

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

COMMENTS

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$2,000,000	$2,000,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							$2,000,000	$2,000,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$2,000,000	$2,000,000
Total							$2,000,000	$2,000,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
GHAD	10343	Crow Place – Debris Basin

DESCRIPTION - LOCATION

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

COMMENTS

Subject to approval of increased assessments.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$10,000	$10,000
Construction							$95,000	$95,000
CM/Inspection							$5,000	$5,000
ROW Acquisition								
Other								
TOTAL							$110,000	$110,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$110,000	$110,000
Total							$110,000	$110,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
GHAD	10347A	Eagle Peak Slope Repair

DESCRIPTION - LOCATION

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

COMMENTS

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

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$70,000	$70,000
Construction							$1,140,000	$1,140,000
CM/Inspection							$40,000	$40,000
ROW Acquisition								
Other								
TOTAL							$1,250,000	$1,250,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$1,250,000	$1,250,000
Total							$1,250,000	$1,250,000

2016/17-2020/21 Capital Improvement Program

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

DESCRIPTION - LOCATION

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

COMMENTS

Subject to approval of increased assessments.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$5,000	$5,000
Construction							$50,000	$50,000
CM/Inspection							$5,000	$5,000
ROW Acquisition								
Other								
TOTAL							$60,000	$60,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$60,000	$60,000
Total							$60,000	$60,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
GHAD	10349	Community Park - Landslide

DESCRIPTION - LOCATION

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

COMMENTS

Subject to approval of increased assessments.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$7,000	$7,000
Construction							$95,000	$95,000
CM/Inspection							$8,000	$8,000
ROW Acquisition								
Other								
TOTAL							$110,000	$110,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$110,000	$110,000
Total							$110,000	$110,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Creeks	10370	Creek Revitalization

DESCRIPTION - LOCATION

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

City-Wide

COMMENTS

Catch-all project for when City hits the lottery.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$3,000,000	$3,000,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							$3,000,000	$3,000,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$3,000,000	$3,000,000
Total							$3,000,000	$3,000,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10375	Samuel Ct. Park

DESCRIPTION - LOCATION

Install landscaping and irrigation improvements.

COMMENTS

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$5,000	$5,000
Construction							$75,000	$75,000
CM/Inspection							$5,000	$5,000
ROW Acquisition								
Other								
TOTAL							$85,000	$85,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$85,000	$85,000
Total							$85,000	$85,000

2016/17-2020/21 Capital Improvement Program

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

DESCRIPTION - LOCATION

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

COMMENTS

Revised 3/08/10. Widen north side of Pine Hollow Road with new curb, gutter, and sidewalk between Pine Hollow Estates and westerly City Limit. Work will require acquisition of right of way for new improvements. Conform paving will cross City Limit line into Concord. Install previously purchased entry sign on south side of roadway within existing pavement/ROW area.

Originally scheduled for funding from Measure J. This funding has been transferred for the overlay of Marsh Creek Road (old), CIP Project No. 10416.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								$25,000
Construction								$235,000
CM/Inspection								$15,000
ROW Acquisition								$50,000
Other								
TOTAL								$325,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded								$325,000
Total								$325,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Parks	10393	Skateboard Park

DESCRIPTION - LOCATION
Construct skateboard park at an undetermined location.

COMMENTS

Undetermined

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$45,000	$45,000
Construction							$660,000	$660,000
CM/Inspection							$45,000	$45,000
ROW Acquisition								
Other								
TOTAL							$750,000	$750,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$750,000	$750,000
Total							$750,000	$750,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10394A	ADA Compliance Program

DESCRIPTION - LOCATION

Construction of various improvements.

COMMENTS

As needed to comply with ADA standards as determined by City's transition plan

$28,000 transferred to CIP 10424 in FY 14/15

City-Wide

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$500,000	$500,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							$500,000	$500,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Gas Tax	$16,800	$6,000	$6,000	$6,000	$6,000	$6,000	$453,200	$500,000
Total	$16,800	$6,000	$6,000	$6,000	$6,000	$6,000	$453,200	$500,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10395	Catch Basin Modifications

DESCRIPTION - LOCATION

Add bar across openings.

COMMENTS

City Wide

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$100,000	$100,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							$100,000	$100,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$100,000	$100,000
Total							$100,000	$100,000

2016/17-2020/21 Capital Improvement Program

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

DESCRIPTION - LOCATION

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

COMMENTS

City Council postponed project.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$20,000	$20,000
Construction							$230,000	$230,000
CM/Inspection							$20,000	$20,000
ROW Acquisition								
PG&E Poles							$80,000	$80,000
TOTAL							$350,000	$350,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$350,000	$350,000
Total							$350,000	$350,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10397	Utility Undergrounding

DESCRIPTION - LOCATION

Underground overhead utility lines at undetermined locations.

COMMENTS

City Wide

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$3,000,000	$3,000,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							$3,000,000	$3,000,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$2,470,000	$2,470,000
PG&E Rule 20A	$425,000	$21,000	$21,000	$21,000	$21,000	$21,000		$530,000
Total	$425,000	$21,000	$21,000	$21,000	$21,000	$21,000	$2,470,000	$3,000,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Other	10400	Downtown Economic Development

DESCRIPTION - LOCATION

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

COMMENTS

Transferred $1,040,843 to CIP No. 10400A in FY 12/13 for the purchase of a 1.67 Acre parcel in the Town Center (from Clayton Community Church)

No projects currently scheduled.

$317,800 returned from CIP 10422 as alternative funding source identified.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction								
CM/Inspection								
ROW Acquisition								
Other							$1,339,286	$1,339,286
TOTAL							$1,339,286	$1,339,286

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
CIP Const. Fund	$1,339,286							$1,339,286
Total	$1,339,286							$1,339,286

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10414	East Marsh Creek Road Upgrade

DESCRIPTION - LOCATION

Widen existing roadway to provide two full-width travel lanes, bike lanes, shoulders and pedestrian paths.

COMMENTS

Due to possible land movement areas and steep grades along the roadway, there may be the need for additional right of way in order to complete the proposed work. The stormwater requirements coming into effect will necessitate some type of water treatment.

Original budget was $1,200,000; $119,000 transferred to Marsh Creek Road (old) Overlay project, CIP Project No. 10416; upon completion of 10416, $58,022 transferred back to 10414. Project cancelled by City Council after finding that available funding would be inadequate. Project No. 10437, 2016 Arterial Rehabilitation Project was substituted and is being processed through CCTA for funding from original Measure J Grant.

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design	$43,000							$43,000
Final Design								
Construction								
CM/Inspection								
ROW Acquisition								
Other								
TOTAL	$43,000							$43,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Measure J (grant)	$43,000							$43,000
Total	$43,000							$43,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Parks	10419	Community Park Lighting, & Resurfacing

DESCRIPTION - LOCATION

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

COMMENTS

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

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$4,084,000	$4,084,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							$4,084,000	$4,084,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$4,084,000	$4,084,000
Total							$4,084,000	$4,084,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10420	School Bridge Area Improvements

DESCRIPTION - LOCATION

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

COMMENTS

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

No design or construction currently scheduled..

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design							$20,000	$20,000
Construction							$156,030	$156,030
CM/Inspection							$20,000	$20,000
ROW Acquisition								
Other								
TOTAL							$196,030	$196,030

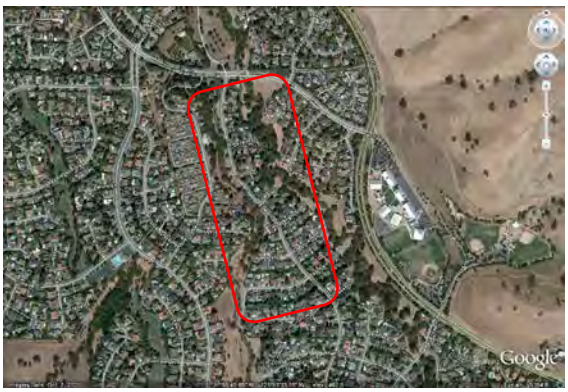
Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
CIP Const. Fund	$196,030						$196,030	$196,030
Total	$196,030						$196,030	$196,030

2016/17-2020/21 Capital Improvement Program

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

DESCRIPTION - LOCATION

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



COMMENTS

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

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

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design	$2,500	$7,500						$10,000
Final Design		$30,000						$30,000
Construction		$257,500						$257,500
CM/Inspection		$20,000						$20,000
ROW Acquisition								
Other								
TOTAL	$2,500	$315,000						$317,500

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Concord Sewer Fund		$317,500						$317,500
Total		$317,500						$317,500

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10423	Library Upgrades

DESCRIPTION - LOCATION

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

COMMENTS

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

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design								
Construction							$850,000	$850,000
CM/Inspection								
ROW Acquisition								
Other							$150,000	$150,000
TOTAL							$1,000,000	$1,000,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Unfunded							$1,000,000	$1,000,000
Total							$1,000,000	$1,000,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10425	Collector Street Rehabilitation Project

DESCRIPTION - LOCATION

Pavement resurfacing and treatment on various collector streets throughout City.

COMMENTS

Local Streets & Roads Shortfall (LS&RS) funding is federal requiring extensive processing for construction approval. Gas Tax amount covers city share as required by federal funding.

Various Locations

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design	$40,000							$40,000
Final Design		$25,000						$25,000
Construction		$370,000						$370,000
CM/Inspection		$25,000						$25,000
ROW Acquisition								
Other								
TOTAL	$40,000	$420,000						$460,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
LS&RS		$385,000						$385,000
Gas Tax*	$45,000	$30,000						$75,000
Total	$45,000	$415,000						$460,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10432	2016 Neighborhood Street Project

DESCRIPTION - LOCATION

Pavement resurfacing and treatment on various streets throughout City.

COMMENTS

Various Locations

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design		$40,000						$40,000
Construction		$944,265						$944,265
CM/Inspection		$40,000						$40,000
ROW Acquisition								
Other								
TOTAL		$1,024,865						$1,024,865

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Gas Tax		$233,029						$233,029
Measure J (per capita)		$791,236						$791,236
Total		$1,024,265						$1,024,865

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10436	2018 Neighborhood Street Project

DESCRIPTION - LOCATION

Pavement resurfacing and treatment on various streets throughout City.

COMMENTS

Various Locations

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design								
Final Design				$20,000				$20,000
Construction				$783,000				$783,000
CM/Inspection				$20,000				$20,000
ROW Acquisition								
Other								
TOTAL				$823,000				$823,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Gas Tax			$195,000	$162,000				$357,000
Measure J			$233,000	$233,000				$466,000
Total			$428,000	$395,000				$823,000

2016/17-2020/21 Capital Improvement Program

Category	Project Number	Project
Streets	10437	2016 Arterial Rehabilitation Project

DESCRIPTION - LOCATION

Pavement treatment, including lifting and leveling, on Oakhurst Drive, Clayton Road and Marsh Creek Road.

COMMENTS

Funding from Measure J Grant Funds transferred from cancelled CIP No. 10414

Various Locations

Estimated Cost	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Preliminary Design	$40,000							$40,000
Final Design								
Construction		$1,140,000						$1,140,000
CM/Inspection		$20,000						$20,000
ROW Acquisition								
Other								
TOTAL	$40,000	$1,160,000						$1,200,000

Funding Source(s)	Prior Yrs.	2016-17	2017-18	2018-19	2019-20	2020-21	Future	TOTAL
Measure J (grant)		$1,200,000						$1,200,000
Total		$1,200,000						$1,200,000

Agenda Date: 6-07-2016

Agenda Item: 8c

CITY OF CLAYTON
Founded 1857 . . Incorporated 1964

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Janet Brown, City Clerk

DATE: June 7, 2016

SUBJECT: November 8, 2016 General Municipal Election

RECOMMENDATION

By separate motions, adopt the two Resolutions to initiate the process for conducting the City's General Municipal Election on November 8, 2016.

DISCUSSION

The City Council terms for the locally elected offices held by Mayor Geller, Vice Mayor Diaz and Councilmember Pierce expire following the General Municipal Election in November 2016. In order to conduct the local election, several actions are necessary by the City Council.

The first Resolution calls the election for three (3) City Council seats (4-year term of office expiring 2020), requests the Contra Costa County Board of Supervisors to permit consolidation with other elections, requests the Contra Costa County Registrar of Voters to conduct the election, and commits the City to reimburse the County for all local election services rendered. The Registrar of Voters' Office will conduct services related to our Municipal Election, such as preparing, printing and mailing sample ballots and voter information pamphlets, providing absentee voter ballots for use by qualified electors, appointing precinct boards and designating polling places, conducting and canvassing the returns of the election and certifying the votes cast.

The second Resolution adopts our past practice regarding municipal candidates' statements. By adopting this Resolution, the City Council takes the step of establishing the voluntary candidate's statement word limit at 250 words. The City Council may set the word limit at a cap of either 250 words or 500 words; in past elections a 200 word limit has been deemed sufficient. The cost is $127.00 for a voluntary Candidate's Statement based on the

historical 250 word limit. If the word count exceeds 250 words, the cost will be an additional $127.00. These county-stated costs include the Spanish translation expense.

By previous action in February 2013, the City Council adopted Ordinance No. 443 (copy attached) standardizing the deposit and filing fee for Municipal Election candidates, an action once a discretionary decision of the City Council which inherently created economic conflicts of interest for seated incumbents contemplating re-election. The Ordinance sets the candidate filing fee at $25.00 and sets the candidate statement fee at the rate of the estimate provided by the County Elections Office.

BACKGROUND

In the past, the City of Clayton has consolidated election services with Contra Costa County for the successful conduct of our General and Special Municipal Elections. A resolution requesting these services is required in order for the County to continue with this election consolidation for voter ease and cost efficiencies.

The City Council has the authority to regulate how many words will be allowed in a municipal Candidate Statement. The word count in the past has been limited to 200 with the candidate paying the full printing cost. The law allows either a 250 or a 500 word cap (Election Code 13307).

In the 2016 General Election, the City will again require a candidate to submit full payment for the cost of a voluntary candidate statement. The County estimates the printing cost this year to be $127.00 for a 250 word limit statement. Requiring municipal candidates to pay a Candidate Statement fee will allow funds to be available to pay the County when a bill is submitted and avoids the awkwardness of collecting from candidate(s) after the election results.

Once the election process has been initiated with the adoption of the above-mentioned Resolutions, the next steps are the public notice of the election and the opening of the Nomination Period. The Nomination Period for this Municipal General Election runs from Monday, July 18 through Friday, August 12, 2016. If any one of the incumbents does not file for election, the Nomination Period is automatically extended to Wednesday, August 17, 2016, for all candidates except incumbents.

During the Nomination Period, any currently registered voter in Clayton may take out and file papers with the City Clerk. Nomination papers become public documents once submitted; Candidate Statements become public documents after the Nomination Filing Period has closed.

FISCAL IMPACT

The County Registrar of Voters has determined the cost for our local election to be approximately $2.00 per registered voter. Per the last registration report, the city of Clayton has 7,469 registered voters. Therefore at least $14,938 must be inserted in the proposed

FY 2016-17 City Budget for the costs of conducting the municipal election; the proposed City Budget has $15,000 allocated for this election expense.

CONCLUSION

Staff recommends the City Council adopt the two Resolutions.

Attachments: Resolution Calling the Election
Resolution Adopting Policy for Candidates Statement
Ordinance No. 443

RESOLUTION NO. -2016

A RESOLUTION CALLING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 8, 2016; REQUESTING AND CONSENTING TO CONSOLIDATION OF THE SAID GENERAL MUNICIPAL ELECTION AND SETTING SPECIFICATIONS OF THE ELECTION ORDER

THE CITY COUNCIL
City of Clayton, California

WHEREAS, by state law the Clayton City Council must call for a General Municipal Election to be held this year on Tuesday, November 8, 2016; and

WHEREAS, other elections may be held in whole or in part of the territory of the city and it is to the advantage of the City and its voters to consolidate such electoral matters pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10242 provides that the governing board (Contra Costa County Elections Division) shall determine the hours of opening and closing the polls; and

WHEREAS, Elections Code Section 10002 requires the City to reimburse the County in full for said municipal election services performed upon presentation of a bill to the City by the County elections official; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the governing body must determine whether a printing charge shall be levied against each candidate wishing to submit a candidate's statement to be sent to the voters; and

WHEREAS, Elections Code Section 12101 requires the publication of a notice of the election once in a newspaper of general circulation in the City.

NOW, THEREFORE, IT IS HEREBY ORDERED by the City Council of Clayton, California, that a General Election shall be held in accordance with the following specifications:

1. A General Municipal Election is hereby called for and shall be held on Tuesday, the 8th day of November 2016 in the city of Clayton. The purpose of the election is to elect three (3) City Council seats, at-large, for full terms of four years each.

2. The City Council of Clayton hereby respectfully requests of the County of Contra Costa, and herein consents to, the consolidation of its municipal election with other elections, which may be held on said day in whole or in part of the territory of the City, as provided in Elections Code 10400.

3. The Contra Costa County Elections Division hereby designates the hours the local polls shall be kept open from 7:00 a.m. to 8:00 p.m. on the day of the election.

4. The City will reimburse the County for its actual cost incurred in conducting the General Municipal Election upon receipt of a bill itemizing and stating the amount due as determined by the County elections official.

5. The City Council herein determines that each Candidate shall pay for the full cost of a voluntary Candidate's Statement, as set forth in Resolution No. -2016.

6. The City Council herein directs the City Clerk to publish the Notice of Election in the *Contra Costa Times*, which is a newspaper of general circulation that is regularly circulated in the city of Clayton.

7. In the event two or more candidates receive an equal number of votes, the resolution of a tie vote will be by lot, pursuant to Section 15651 of the Elections Code of the State of California.

8. The City Council herein directs the City Clerk to send a certified copy of this Resolution to the Registrar of Voters and the Board of Supervisors of Contra Costa County.

9. The City Council, pursuant to the provision of the California Elections Code, hereby respectfully requests the Contra Costa County Board of Supervisors direct the Contra Costa County Registrar to conduct all necessary services related to the Clayton General Municipal Election, and to bill the City for the cost of conducting this election. The City Manager is hereby authorized to reimburse Contra Costa County in full for such services actually performed upon presentation of a bill therefore from the County.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 7th day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

_____
Howard Geller, Mayor

ATTEST:

_____
Janet Brown, City Clerk

RESOLUTION NO. -2016

A RESOLUTION ADOPTING A POLICY FOR VOLUNTARY MUNICIPAL CANDIDATES' STATEMENTS PRINTED IN VOTER INFORMATION PAMPHLETS

THE CITY COUNCIL
City of Clayton, California

WHEREAS, the Clayton City Council has ordered a Municipal Election to be held on Tuesday, November 8, 2016 as set forth in Resolution No. XX-2016; and

WHEREAS, California Elections Code Section 13307 requires the governing body of any local agency to adopt regulations pertaining to materials prepared by any candidate for the municipal election, including costs of the voluntary candidates' statements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby establish the following policy regarding municipal candidates' statements:

1. Candidates' statements are voluntary and shall not exceed 250 words each.

2. Candidates' statements may include the name, age and occupation of the candidate and a brief description regarding the candidate's education and qualifications. Candidates' statements shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations.

3. Candidates' statements shall be prepared on the form provided by the City Clerk to meet the requirements of the Contra Costa County Elections Department.

4. Each candidate will be required to make a payment of $127.00 when one files a candidates' statement with the City Clerk during the nomination period. This fee includes the cost of printing, handling, and mailing the candidates' statements in English and Spanish (mandatory translation, per Federal and State Regulations).

5. Candidates are subject to and must pay a $25.00 local filing fee when nomination papers are filed with the City Clerk.

6. No additional candidates' items shall be included in the Voters' Information Pamphlet.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 7th day of June 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

_____

Howard Geller, Mayor

ATTEST:

_____

Janet Brown, City Clerk

ORDINANCE NO. 443

Ordinance Setting Filing Fees for Filing and Processing of Nomination Papers and Candidate's Statements

THE CITY COUNCIL
City of Clayton, California

WHEREAS, Section 10228 of the California Elections Code authorizes the City to impose a fee by ordinance, not to exceed twenty-five dollars ($25) for the filing and processing of nomination papers by each candidate for elective office in the City of Clayton ("candidate");

WHEREAS, Section 13307 of the California Elections Code authorizes each candidate to prepare a candidate's statement, in accordance with Section 13307, on an appropriate form provided by the City Clerk, to be included in the voter information pamphlet distributed to voters;

WHEREAS, Elections Code Section 13307 also authorizes the City to estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to Section 13307, and to require each candidate filing a statement to pay in advance to the City his or her estimated pro rata share as a condition of having his or her candidate statement included in the voter's pamphlet; and

WHEREAS, the City wishes to establish a fee for filing of nomination papers and candidate's statement pursuant to the above outlined authority in order to ensure that these costs are paid by the candidates and not by the City using public funds.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLAYTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment.

Sections 2.02.20 and 2.02.30 are hereby added to Chapter 2.02 of the Clayton Municipal Code, entitled "General Municipal Election," to read as follows:

"2.02.20 Nomination Papers Filing Fee.

A. Each candidate filing nomination papers for an elective office at a municipal elections held in the City, shall pay a filing fee of twenty-five dollars ($25).

B. The filing fee imposed by Section 2.02.20A shall be paid by each candidate to the City Clerk at the time the candidate files his or her nomination papers with the City Clerk.

2.02.30 Candidate Statement; Filing and Fee.

A. Each candidate running for elective office at a municipal election held in the City and filing a candidate statement shall file his or her candidate statement at the time of filing his or her nomination papers, and shall simultaneously pay his or her estimated pro rata share of the cost of producing and distributing candidate information in the voter's pamphlet, including the cost of printing, handling, translating and mailing the candidates statements and complying with the Federal Voting Rights Act of 1965, as amended, as a condition of having his or her statement included in the voter's pamphlet ("Estimated Candidate Statement Fee"), to the City Clerk at the time the candidate files his or her candidate statement with the City Clerk.

B. The City Clerk shall provide each candidate who pays the Estimated Candidate Statement Fee with a receipt for the payment which shall include a written notice that the Estimated Candidate Statement Fee is just an approximation of the actual cost that varies from one election to another election and that the actual fee that the candidate must pay the City may be significantly more or less than the estimate, depending on the actual number of candidates filing candidate statements ("Actual Candidate Statement Cost").

C. If the Actual Candidate Statement Cost is more than the Estimated Candidate Statement Fee, the candidate shall pay the balance of the cost incurred to the City Clerk upon request for the same. If the Actual Candidate Statement Cost is less than the Estimated Candidate Statement Fee, the City shall prorate the excess amount among the candidates and refund the excess amount paid to each candidate, on a pro rata basis, no later than 30 days after the election.

D. Notwithstanding anything else contained in this section 2.02.30, if a candidate alleges to be indigent and unable to pay the Estimated Candidate Statement Fee, the candidate shall submit to the City a statement of financial worth on a form furnished by the City Clerk, which the City shall use in determining whether or not the candidate is eligible to submit a candidate statement without payment of the Estimated Candidate Statement Fee. The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in Elections Code Section 13307. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report. Upon receipt of a statement of financial worth, the City Clerk shall make a determination of whether or not the candidate is indigent. The City Clerk shall notify the candidate of its findings. If the City Clerk determines that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite Estimated Candidate Statement Fee. If the candidate fails to respond within the time prescribed, the City shall not be obligated to print and mail the candidate statement. If the City Clerk determines that the candidate is indigent, the City shall print and mail the candidate statement. The City Clerk may bill a previously adjudged indigent candidate his or her actual pro rata share of the candidate statement cost after the election."

Section 2. Action to Challenge This Ordinance.

Any action or proceeding to attack, review, set aside, void or annul this ordinance must be commenced and the service made on the City no later than ninety (90) days after the effective date of the ordinance.

Section 3. Conflicting Ordinances Repealed.

Any ordinance or part thereof, or regulations in conflict with the provisions of this ordinance, are hereby repealed. The provisions of this ordinance shall control with regard to any provision of the Clayton Municipal Code that may be inconsistent with the provisions of this ordinance.

Section 4. Severability.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence,

clause or phrase thereof irrespective of the fact that any one or more section, subsection, sentence, clause or phrase thereof be declared unconstitutional, invalid or ineffective.

Section 5. CEQA.

The City Council finds that the adoption of this ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

Section 6. Notice of Exemption.

The City Council directs staff to prepare and file a Notice of Exemption no more than five (5) working days after adoption of this ordinance.

Section 7. Effective Date and Publication.

This ordinance shall become effective thirty (30) days after its adoption by the City Council. Within fifteen (15) days after the passage of the ordinance, the City Clerk shall cause a copy of the ordinance, including the names of the City Council members voting for and against it, to be posted in three (3) public places heretofore designated by resolution of the City Council for the posting of ordinances and public notices.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Clayton held on the 15th day of January 2013, and PASSED, ADOPTED AND ORDERED posted at a regular meeting of the City Council of the City of Clayton on the 5th the day of February 2013, by the following vote:

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

NOES: None.

ABSENT: None.

ABSTAIN: None.

APPROVED:

Julie K. Pierce, Mayor

ATTEST:

Laci Jackson, City Clerk

Agenda Date: 6-07-2016

Agenda Item: 8d

CITY OF CLAYTON
Founded 1857 . . Incorporated 1964

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: `07 JUNE 2016

SUBJECT: CONSIDER CANCELLATION OF ANY REGULAR COUNCIL MEETINGS DURING SUMMER OF 2016

RECOMMENDATION

It is recommended the City Council discuss its collective desire to cancel any regularly-scheduled City Council meetings during the upcoming summer months of August and/or September 2016, and if so determined, by motion cancel the specific meeting date(s).

BACKGROUND

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

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

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

SUMMER 2016 REGULAR MEETINGS

The following table outlines the upcoming dates for regular City Council meetings in the summer months of 2016:

MEETNG DATE	COMMENTS
Tuesday, June 21st	Public Hearing/Adoption of City Budget for FY 2016-17; interview candidates/appoint 3 Planning Commissioners adoption of GHAD Budget for FY 2016-17; set annual parcel assessments for Middle School CFD, Downtown Park CFD, Landscape District CFD.
Tuesday, July 5th (follows Independence Day weekend)	Consider City approval of Countywide ballot measure in Nov. 2016 for voter consideration of an additional ½ cent sales tax rate for local and regional transportation improvement projects. Award of contract to replant trees on Keller Ridge Drive.
Tuesday, July 19th	Agenda handles the remainder of annual assessment levies for existing tax districts in FY 2016–17, including previously-set & noticed Public Hearings on Diablo Estates BAD & GHAD assessments. Possible award of contracts for repaving of the lower segment of Keller Ridge Drive and the 2016 Arterial Streets Rehab Project.
Tuesday, August 2nd	No pressing Agenda Items at this time.
Tuesday, August 16th	No pressing Agenda Items at this time.
Tuesday, September 6th (Labor Day holiday is Monday, September 5th)	No pressing Agenda Items at this time.

FISCAL IMPACT

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

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

Attachments: 1. Calendar Months of July, August & September 2016 (3 pp.)

July 2016

◄ Jun 2016 | Aug 2016 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Saturday Concert in The Grove
3	4 4th of July Holiday & Parade	5 City Council Meeting	6 Wednesday Night Classic Car Show and Concert in The Grove	7 Mayors Conference – San Pablo	8	9 Saturday Concert in The Grove
10	11	12 Planning Commission Meeting	13	14	15	16 Saturday Concert in The Grove
17	18	19 City Council Meeting	20 Wednesday Night Classic Car Show and Concert in The Grove	21	22	23
24	25	26 Planning Commission Meeting	27	28 CBCA General Membership Meeting	29	30 Saturday Concert in The Grove
31	Notes:					

August 2016

◄ Jul 2016 | Sep 2016 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 City Council Meeting	3 Wednesday Night Classic Car Show and Concert in The Grove	4 Mayors Conference – Antioch	5	6
7	8	9 Planning Commission Meeting	10	11	12	13 Saturday Concert in The Grove
14	15	16 City Council Meeting	17 Wednesday Night Classic Car Show	18	19	20
21	22	23 Planning Commission Meeting	24	25 CBCA General Membership Meeting	26	27 Saturday Concert in The Grove
28	29	30	31 Wednesday Night Classic Car Show	Notes:		

September 2016

◄ Aug 2016 | Oct 2016 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Mayors Conference – El Cerrito	2	3
4	5 Labor Day Holiday	6 City Council Meeting	7	8	9	10 Saturday Concert in The Grove
11	12	13 Planning Commission Meeting	14	15	16	17
18	19	20 City Council Meeting	21	22	23	24
25	26	27 Planning Commission Meeting	28	29 CBCA General Membership Meeting	30	Notes: