



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, June 3, 2014

7:00 P.M.

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

Mayor: Hank Stratford

Vice Mayor: David T. Shuey

Council Members

Jim Diaz

Howard Geller

Julie K. Pierce

- 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 on Monday 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 3, 2014

1. CALL TO ORDER AND ROLL CALL OF THE CITY COUNCIL

Mayor Stratford.

2. PLEDGE OF ALLEGIANCE – led by Mayor Stratford.

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 regular meeting of May 20, 2014. ([View Here](#))
- (b) Approve Financial Demands and Obligations of the City. ([View Here](#))
- (c) Adopt a Resolution approving a 1-year Memorandum of Understanding (MOU) with the Clayton Police Officers' Association (POA) effective May 5, 2014 concerning terms and conditions of employment, compensation and benefits. ([View Here](#))
- (d) Accept with regret the immediate resignation of Don Fitzgerald from the City's Trails and Landscaping Committee. ([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 "Courage". ([View Here](#))

5. REPORTS

- (a) Planning Commission – No meeting held.
- (b) Trails and Landscaping Committee – No meeting held.
- (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

- (a) Public Hearing to consider the Public Review Draft of the proposed 2015-2023 Housing Element Update to the City's General Plan concerning local housing policies and regulations, as required by state law (GPA-02-13). ([View Here](#)) (Community Development Director; and Ms. Jennifer Gastelum, Project Manager, Pacific Municipal Consultants).

Staff recommendations: **1)** Receive the staff report and consultant presentation; **2)** Open the Public Hearing and receive public comments; **3)** Close the Public Hearing; **4)** Provide Council comments or modifications to the proposed draft Housing Element, and then by separate motion instruct staff to submit the Proposed 2015-2023 City Housing Element to the California State Department of Housing and Community Development (HCD) for its statutory review and comment.

8. ACTION ITEMS

- (a) Consider the Introduction/Presentation of the proposed City of Clayton Budgets for Fiscal Year 2014-15 and set the date of Tuesday, June 17, 2014 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 proposed budget and then by separate motion set Tuesday, June 17, 2014 at 7:00 pm in Hoyer Hall as the date, time and location of a Public Hearing on the proposed FY 2014-15 City Budget.

- (b) City Council discussion of canceling regularly scheduled Council meetings in July, August and/or September 2014 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 July, August and/or September 2014.

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

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**– the next regularly scheduled City Council meeting is June 17, 2014.

#

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

TUESDAY, May 20, 2014

Agenda Date: 6-3-2014

Agenda Item: 3a

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:03 p.m. by Mayor Stratford in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Stratford, Vice Mayor Shuey (arrived at 7:33 p.m.) Councilmembers Diaz, Geller and Pierce. Councilmembers absent: None. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, City Clerk Janet Brown, Community Development Director Charlie Mullen.
2. **PLEDGE OF ALLEGIANCE** – led by Mayor Stratford.
3. **CONSENT CALENDAR-** It was moved by Councilmember Diaz, seconded by Councilmember Pierce, to approve the Consent Calendar as submitted (Passed; 4-0 vote).
 - (a) Approved the minutes of the regular meeting of May 6, 2014.
 - (b) Approved Financial Demands and Obligations of the City.
 - (c) Adopted Resolution No. 12-2014 approving the Engineer's Report for the Diablo Estates Benefit Assessment District real property tax assessments in FY 2014-15 and setting a noticed public hearing on July 15, 2014.
4. **RECOGNITIONS AND PRESENTATIONS**
 - (a) Recognition of Police Sergeant Richard McEachin in appreciation for service to the Clayton community as a local law enforcement officer since November 2005.

Mayor Stratford invited Police Chief Chris Thorsen to share a few words about Police Sergeant McEachin on his leaving employment with our City.

Police Chief Thorsen noted the 9 years of dedicated law enforcement service to the community from Police Sergeant McEachin, and acknowledged his last week of employment included assisting the Police Department with whatever operational coverage was needed, from maintenance of equipment to staff scheduling.

Mayor Stratford acknowledged Police Sergeant McEachin noting appreciation of his mannerisms and community involvement. Mayor Stratford presented a plaque recognizing Sergeant McEachin's service to the City of Clayton Police Department.

Mayor Stratford then requested introduction of Clayton's newest police officer also present in the audience. Police Officer Rich Enea introduced Officer Lee Borman and provided a brief description of his training completed and training left to complete. Police Officer Lee Borman introduced himself and commented he is glad to be a part of the Clayton community and looks forward to protecting its residents.

5. REPORTS

- (a) Planning Commissioner Sandra Johnson reported from the Planning Commission meeting held May 13th. She indicated the Clayton Historical Society submitted plans to improve the exterior area adjoining the existing Joel Clayton home by proposing a garden plaza and site improvement modifications. A Public Hearing was held to consider the draft 2015-2023 General Plan Housing Element, which included a presentation from Jennifer Gastelum, Project Manager for Pacific Municipal Consultants. After minor adjustments, the Commission recommends the City Council direct staff to submit the draft 2015-2023 Housing Element update to HCD for review. Staff is continuing to work with applicants from the Creekside Terrace and Silver Oak Estates projects. Staff provided additional information to the applicants for the Canyon Creek subdivision project located on Marsh Creek Road prior to its re-submittal.

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

- (c) City Manager/Staff

City Manager Napper reported the State released its budget for next year, and among other matters it increases the total amount of Police COPS Grant funds statewide from \$27.5 Million to \$40 Million. Unfortunately, Clayton is a small City qualifying still for the minimum amount \$100,000.00 per year; our City is grateful for the grant continuance as the monies underwrite the City's expense for its 11th police officer position.

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

Councilmember Diaz completed the classroom portion of the CERT training. He attended the Library Foundation Lunch where Library Volunteers were recognized for their volunteerism at the Clayton Library. He also attended the opening day of the Clayton Farmers' Market and Saturday "Concerts in The Grove" series.

Councilmember Pierce attended the TRANSPAC - Joint Policy Committee meeting comprised of four regional agencies (Association of Bay Area Government, Metropolitan Transportation Commission, Bay Area Air Quality District and Bay Area Conservation Development Commission), Joint meeting of Association of Bay Area Government and Metropolitan Transportation Committee, Association of Bay Area Government Regional Planning Committee's Prosperity Grant, and the Association of Bay Area Government Executive Board Meeting. She was also in attendance at the opening day of the Clayton Farmers' Market and Saturday's "Concerts in The Grove" series.

Councilmember Geller attended the Saturday "Concerts in The Grove" series. Donations received at the opening day concert were \$1,735.55. The goal is to raise \$20,000.00 to fund next year's series. He announced the Boys of Summer Eagles Tribute band will perform on Saturday, May 24th. Councilmember Geller attended the Clayton Farmers' Market, Clayton Garden Club Plant Sale and participated in the Clayton Classic Golf Tournament hosted by the Clayton Business and Community Association.

Mayor Stratford announced the "Do The Right Thing" character trait "Courage" certificates with be presented at the next City Council meeting on June 3rd.

- (e) Other- None.

6. **PUBLIC COMMENT ON NON-AGENDA ITEMS** – None.

7. **PUBLIC HEARINGS** - None.

8. **ACTION ITEMS**

- (a) Consider certain matters associated with the placement of a local tax ballot measure on the November 4, 2014 General Municipal Election ballot pertaining to voter-determination to extend the existing real property special tax to continue funding the annual operations and maintenance of "The Grove Park" in the Clayton Town Center:

1. Adopt a Resolution of Consideration to propose extending the existing special tax for Community Facilities District 2006-1 (Downtown "The Grove" Park) for a 15-year period ending June 2032 and retaining the current tax rate methodology;

2. Schedule a public hearing for July 1, 2014 regarding the Resolution of Consideration; and

3. City Council review and policy direction to staff regarding the proposed text of the ballot measure for voter consideration.

(Assistant to the City Manager)

Assistant to the City Manager Laura Hoffmeister presented the staff report and provided a history of the Downtown Park Operation and Maintenance noting General Fund monies were insufficient to undertake the ongoing maintenance and operations of the park if it were built using state grant and redevelopment agency monies . At that time the City Council formed a Community Facilities District dedicated to fund maintenance and operation expenses of a future downtown park if the public voted for a special parcel tax rate. Measure "O" was established for a 10 year period and received 68.19% voter approval.

This tax and its revenue to operate and maintain The Grove Park is due to expire in June 2017. On May 4, 2014 staff was directed to explore placing a ballot measure before the voters for a fifteen year extension of the special tax using the same tax rate methodology. The approved Resolution begins the process setting forth procedures and a Public Hearing on July 1st, and places the measure on the November 4, 2014 ballot. Three different Ballot Measure language samples, limited to a maximum of 75 words including the title, were presented for the Council's consideration.

Councilmember Pierce suggested the idea of a 20 year extension rather than a 15-year time period as she believes the public will continue to support the popular park. She also liked the Option 1 Ballot Language.

Assistant to the City Manager advised if the ballot measure is to be increased to 20 years it needs to be included in the Resolution for adoption.

Councilmember Geller agreed with Councilmember Pierce's suggestion to support the tax extension to 20 years.

(Vice Mayor Shuey arrived)

Mayor Stratford commented about the term and indicated he could support 20 years. Councilmember Diaz noted his support of a 20 year extension.

Mayor Stratford asked the City Manager if the Council could increase the extension to any number of years or even in perpetuity?

City Manager Gary Napper responded this law allows the selection by Council of any time period for the special parcel tax, included one forever. However, he noted the Contra Costa Taxpayers Association and the *Contra Costa Times* editorial staff prefer a specific time frame and ending date for special taxes so the voting public has the opportunity to revisit the need and purpose and whether the public entity has done a good job using the tax monies. In this case, when the first special tax was established the citizens did not have a park constructed to gauge how well the City has maintained it or how beneficial it has been to the downtown. Since voting, the Downtown Park was built and citizens can see how the park has become a part of Clayton community by the large attendance at the many events held there as well as daily use.

Vice Mayor Shuey asked about the consumer price index increase? Assistant to the City Manager Laura Hoffmeister advised the annual CPI rate adjustment is allowed to be the actual CPI increase, as determined by the City Council, but it is capped at no more than a 3% per year rate increase no matter if the actual CPI rise is above 3%.

Vice Mayor Shuey wondered about the merits of extending the term of the tax too far out as future or unexpected maintenance costs may increase that could not be covered by the annual levy or reserves. He asked the City Manager if the tax rate could be increased before the expiration of the approved term? City Manager Napper advised such a need for greater tax revenue must be re-submitted to voters for approval, which would incur an additional cost for a ballot measure too.

Councilmember Pierce advised this is a base amount. If it is found that an increase of tax funds is needed there could be an amendment made to the existing measure submitted for approval. Councilmember Pierce still prefers a 20 year extension of the term.

Mayor Stratford noted he prefers the Ballot Measure language in Option 3. City Manager Napper also prefers Option 3 as it upfront advises the voter of the purpose for the Ballot Measure. Councilmember Geller prefers Ballot Language option 3.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to:

- 1. Adopt Resolution 13-2014 Consideration to propose extending the existing special tax for Community Facilities District 2006-1 (Downtown "The Grove" Park) for a 20-year period ending June 2037 and retaining the current tax rate methodology;**
- 2. Schedule a public hearing for July 1, 2014 regarding the Resolution of Consideration; and**
- 3. City Council policy direction to staff at this stage to use the Option 3 text of the ballot measure for voter consideration. (Passed; 5-0 vote).**

- (b) Consider the proposed improvement plans of the Clayton Historical Society, in conjunction with the Clayton Business and Community Association (CBCA), of a garden plaza and exterior site additions to the outdoor area of the Clayton Museum building (6101 Main Street; APN 119-011-004), including an entryway arbor, circular garden plaza, decorative seat walls, memorial bench, fencing, trellis, hardscape and walkway paths, historic tractor display and associated water efficient landscaping.
(Community Development Director)

Community Development Director Charlie Mullen presented the staff report and advised the City Council to examine the larger 11x17 hard-copy color maps provided at the dais for easier viewing of the proposed site improvements. On May 13, 2014 the Planning Commission recommended City Council approval of the proposed Museum garden plaza and site improvements. Staff further recommends the applicant be advised to supply actual construction drawings for staff review and approval prior to implementation and that staff also review and modernize the current lease agreement with the Historical Society to address matters such as liability and ownership of the improvements and other typical lease provisions.

Community Development Director advised the City Council that Steve Lane, Clayton Valley Garden Club Vice President, is here to answer any questions about the project.

Mayor Stratford noted he has enjoyed walking around the Clayton Historical property.

Councilmember Geller advised Mr. Lane that he has concerns about the safety of the tractor area and the 6' fencing that is to secure the area. Mr. Steve Lane responded the tractor area is subject to community donations and is not scheduled for construction until completely funded.

Councilmember Geller requested clarification the area is subject to donations. Mr. Lane replied the Clayton Historical Society is hoping for a donor to supply the decorative fencing and installation of the tractor display.

Councilmember Geller prefers the tractor display to be installed only when fully funded. He also asked if liability insurance would be provided through the Clayton Historical Society? Mr. Lane confirmed the tractor area would not be installed until fully funded. Once it is installed, there is a fence gate to be opened only during guided field trips. He also confirmed the Clayton Historical Society carries liability insurance.

Councilmember Geller noted the adjoining City property is currently for sale; in the future the use of the public right-of-way which is located within the Clayton Historical Society improvement project may need to be used for economic development of the downtown.

Mayor Stratford asked where is this right-of-way located? Councilmember Geller answered Morris Street.

Councilmember Pierce had concerns about the safety and presence of the tractor and suggested alternatively some of the equipment gathering area could be larger. She also has concerns about public liability and insurance regarding the tractor and would prefer to see more mining equipment at the site as more reflective of the city's past. She noted if a commercial development necessitates use of this public right-of-way, the Clayton Historical Society would need to remove the improvements in the right-of-way.

Councilmember Geller appreciated the effort put into this project and recognized various projects throughout the community that Mr. Lane has been a part of, such as the Daffodil Hill landscaping. Councilmember Pierce agreed with staff the lease operation needs to be clarified. Vice Mayor Shuey is looking forward to the improvements of the property.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz to adopt Resolution 14-2014 approving the Clayton Historical Society's proposed Garden Plaza and other on-site exterior improvements on city-owned real property located at 6101 Main Street; APN: 119-011-004 (aka "Clayton Museum") (CDD-10-14), and instruct staff to examine the lease provisions. (Passed; 5-0 vote).

9. **COUNCIL ITEMS**

Vice Mayor Shuey announced a meeting on May 21, 2014 at 5:00 pm will take place at the Clayton Valley Charter High School concerning its future direction and personnel issues. He encouraged all citizens to attend this important meeting. Councilmember Pierce advised there will be two Public Comment periods during that meeting to accommodate the issues. Vice Mayor Shuey announced the Public Comment periods are scheduled to take place at 5:00 pm and 6:00 pm. Councilmember Pierce advised the meeting will take place in the Multi-Purpose Room at Clayton Valley Charter High School. Vice Mayor Shuey added more information about the CVCHS Board meeting can be found online.

Council Member Pierce requested an item on the Council's next agenda to discuss the potential cancelation of Council meetings during the upcoming summer months.

10. **CLOSED SESSION**

Mayor Stratford announced the need for this Closed Session no longer exists as advised by the City Manager.

- (a) Government Code Section 54957.6, Conference with Labor Negotiator
Instructions to City-designated labor negotiator: Assistant to the City Manager.

1. Employee Organization: Clayton Police Officers' Association (CPOA).

11. **ADJOURNMENT**– on call by Mayor Stratford the City Council meeting adjourned at 8:00p.m. Its next regular meeting will be on Tuesday, June 3rd at 7:00 p.m.

#

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Hank Stratford, Mayor

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Agenda Date 6/3/2014

Agenda Item: 3b

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: Kevin Mizuno, FINANCE MANAGER

DATE: 6/3/2014

SUBJECT: INVOICE SUMMARY

RECOMMENDATION:

Approve the following Invoices:

5/30/2014 Cash Requirements Report

\$ 127,831.20

Total:

\$ 127,831.20

Attachments:

Cash Requirements Report dated 5/30/2014 (4 pages)

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
Alameda County Sheriff's Office								
Alameda County Sheriff's Office	6/3/2014	5/30/2014	7/28/14-7/30/14	Training Internal Affairs Investigation	\$282.00	\$0.00		\$282.00
				Totals for Alameda County Sheriff's Office:	\$282.00	\$0.00		\$282.00
All City Management Services, Inc.								
All City Management Services, Inc.	6/3/2014	5/30/2014	35362	School Crossing Guard Services 4/17/14-5/1/10	\$467.70	\$0.00		\$467.70
				Totals for All City Management Services, Inc.:	\$467.70	\$0.00		\$467.70
American Fidelity Assurance Company								
American Fidelity Assurance Company	6/3/2014	5/30/2014	B153914	June Billing	\$197.64	\$0.00		\$197.64
American Fidelity Assurance Company	6/3/2014	5/30/2014	1020592A	July Billing	\$518.34	\$0.00		\$518.34
				Totals for American Fidelity Assurance Company:	\$715.98	\$0.00		\$715.98
AT&T/ CalNet 2								
AT&T/ CalNet 2	6/3/2014	5/30/2014	000005419662	Invoice Date 5/22/14	\$1,861.08	\$0.00		\$1,861.08
				Totals for AT&T/ CalNet 2:	\$1,861.08	\$0.00		\$1,861.08
Bay Area News Group East Bay (CCT)								
Bay Area News Group East Bay (CCT)	6/3/2014	5/30/2014	0000758825	Legal ads	\$128.59	\$0.00		\$128.59
				Totals for Bay Area News Group East Bay (CCT):	\$128.59	\$0.00		\$128.59
Caltronics Business Systems, Inc								
Caltronics Business Systems, Inc	6/3/2014	5/30/2014	1547490	CONTRACT 4/17/14-5/16/14	\$446.05	\$0.00		\$446.05
				Totals for Caltronics Business Systems, Inc:	\$446.05	\$0.00		\$446.05
CCWD								
CCWD	6/3/2014	5/30/2014	K Series	Water 3/11/14-5/8/14	\$7,193.91	\$0.00		\$7,193.91
				Totals for CCWD:	\$7,193.91	\$0.00		\$7,193.91
City of Concord								
City of Concord	6/3/2014	5/30/2014	38855	vehicle maintenance	\$2,119.23	\$0.00		\$2,119.23
City of Concord	6/3/2014	5/30/2014	38923	Dispatch/Computer Services	\$14,165.00	\$0.00		\$14,165.00
City of Concord	6/3/2014	5/30/2014	38848	live scan service	\$66.00	\$0.00		\$66.00
				Totals for City of Concord:	\$16,350.23	\$0.00		\$16,350.23
Cole Supply Company								
Cole Supply Company	6/3/2014	5/30/2014	981562	supplies	\$917.80	\$0.00		\$917.80
				Totals for Cole Supply Company:	\$917.80	\$0.00		\$917.80
Contra Costa County Sheriff - Forensic Svc Div (Lab)								
Contra Costa County Sheriff - Forensic S	6/3/2014	5/30/2014	CLPD-1404	toxicology April 2014	\$900.00	\$0.00		\$900.00
				Totals for Contra Costa County Sheriff - Forensic Svc Div (Lab):	\$900.00	\$0.00		\$900.00
Contra Costa Tractor Mobile Svc								
Contra Costa Tractor Mobile Svc	6/3/2014	5/30/2014	016364	service call 5/21/14	\$2,231.17	\$0.00		\$2,231.17
				Totals for Contra Costa Tractor Mobile Svc:	\$2,231.17	\$0.00		\$2,231.17

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
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	6/3/2014	5/30/2014	40990464	service for May 2014	\$342.17	\$0.00		\$342.17
				<i>Totals for De Lage Landen Financial Services, Inc.:</i>	<u>\$342.17</u>	<u>\$0.00</u>		<u>\$342.17</u>
Globalstar LLC								
Globalstar LLC	6/3/2014	5/30/2014	1000000005590895	service 4/16/14-5/15/14	\$54.26	\$0.00		\$54.26
				<i>Totals for Globalstar LLC:</i>	<u>\$54.26</u>	<u>\$0.00</u>		<u>\$54.26</u>
Hammons Supply Company								
Hammons Supply Company	6/3/2014	5/30/2014	83467-1	Downtown Park Supplies	\$68.83	\$0.00		\$68.83
Hammons Supply Company	6/3/2014	5/30/2014	83489	Library Supplies	\$35.67	\$0.00		\$35.67
Hammons Supply Company	6/3/2014	5/30/2014	83463	Library Supplies	\$338.79	\$0.00		\$338.79
Hammons Supply Company	6/3/2014	5/30/2014	83466	City Hall Supplies	\$361.70	\$0.00		\$361.70
Hammons Supply Company	6/3/2014	5/30/2014	83467	Grove Park Supplies	\$147.76	\$0.00		\$147.76
Hammons Supply Company	6/3/2014	5/30/2014	83468	CCP Supplies	\$428.23	\$0.00		\$428.23
				<i>Totals for Hammons Supply Company:</i>	<u>\$1,380.98</u>	<u>\$0.00</u>		<u>\$1,380.98</u>
J & R Floor Services								
J & R Floor Services	6/3/2014	5/30/2014	five	May billing	\$4,970.00	\$0.00		\$4,970.00
				<i>Totals for J & R Floor Services:</i>	<u>\$4,970.00</u>	<u>\$0.00</u>		<u>\$4,970.00</u>
John Deere Landscapes Inc								
John Deere Landscapes Inc	6/3/2014	5/30/2014	68064226	order # 78702295	\$559.88	\$0.00		\$559.88
				<i>Totals for John Deere Landscapes Inc:</i>	<u>\$559.88</u>	<u>\$0.00</u>		<u>\$559.88</u>
Ken Joiret								
Ken Joiret	6/3/2014	5/30/2014	6/7/14	Grover Concert Sound June7, 2014	\$600.00	\$0.00		\$600.00
				<i>Totals for Ken Joiret:</i>	<u>\$600.00</u>	<u>\$0.00</u>		<u>\$600.00</u>
Paul Kent								
Paul Kent	6/3/2014	5/30/2014	6/7/14	Grove Concert June 7, 2014 - The House Rock	\$1,200.00	\$0.00		\$1,200.00
				<i>Totals for Paul Kent:</i>	<u>\$1,200.00</u>	<u>\$0.00</u>		<u>\$1,200.00</u>
LarryLogic Productions								
LarryLogic Productions	6/3/2014	5/30/2014	1418	city council meeting 5/20/14	\$300.00	\$0.00		\$300.00
				<i>Totals for LarryLogic Productions:</i>	<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
MPA								
MPA	6/3/2014	5/30/2014	June 2014	June LTD/Life	\$1,260.21	\$0.00		\$1,260.21
				<i>Totals for MPA:</i>	<u>\$1,260.21</u>	<u>\$0.00</u>		<u>\$1,260.21</u>
Muir/ Diablo Occupation Medicine								
Muir/ Diablo Occupation Medicine	6/3/2014	5/30/2014	264787	pre-employment exam	\$441.00	\$0.00		\$441.00
				<i>Totals for Muir/ Diablo Occupation Medicine:</i>	<u>\$441.00</u>	<u>\$0.00</u>		<u>\$441.00</u>
NBS Govt. Finance Group								
NBS Govt. Finance Group	6/3/2014	5/30/2014	51400044	Delinquenc agement Services	\$119.80	\$0.00		\$119.80

City of Clayton

Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount Expires On	Discount Expires On	Net Amount Due
Neopost (add postage)				<i>Totals for NBS Govt. Finance Group:</i>	<u>\$119.80</u>	<u>\$0.00</u>		<u>\$119.80</u>
Neopost (add postage)	6/30/2014	5/30/2014	5/28/14	Postage added	\$300.00	\$0.00		\$300.00
				<i>Totals for Neopost (add postage):</i>	<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
Neopost Northwest								
Neopost Northwest	6/3/2014	5/30/2014	14277283	supplies	\$212.66	\$0.00		\$212.66
				<i>Totals for Neopost Northwest:</i>	<u>\$212.66</u>	<u>\$0.00</u>		<u>\$212.66</u>
PERMCO, Inc.								
PERMCO, Inc.	6/3/2014	5/30/2014	70201	general services 5/10/14-5/23/14	\$2,918.90	\$0.00		\$2,918.90
PERMCO, Inc.	6/30/2014	5/30/2014	10202	General Stormwater CVS Pharmacy	\$57.19	\$0.00		\$57.19
PERMCO, Inc.	6/3/2014	5/30/2014	10203	CAP Inspection	\$83.00	\$0.00		\$83.00
PERMCO, Inc.	6/3/2014	5/30/2014	10204	Creekside Terrace	\$975.00	\$0.00		\$975.00
				<i>Totals for PERMCO, Inc.:</i>	<u>\$4,034.09</u>	<u>\$0.00</u>		<u>\$4,034.09</u>
PG&E								
PG&E	6/3/2014	5/30/2014	5/16/14	Service 4/17/14-5/15/14	\$18,664.98	\$0.00		\$18,664.98
PG&E	6/3/2014	5/30/2014	5/22/14	service 4/23/14-5/21/14	\$11.19	\$0.00		\$11.19
PG&E	6/3/2014	5/30/2014	6/9/14	Service 4/24/14-5/22/14	\$3,618.35	\$0.00		\$3,618.35
				<i>Totals for PG&E:</i>	<u>\$22,294.52</u>	<u>\$0.00</u>		<u>\$22,294.52</u>
Julie Pierce								
Julie Pierce	6/3/2014	5/30/2014	02400280720505201	Storage Totes for Gym	\$92.60	\$0.00		\$92.60
				<i>Totals for Julie Pierce:</i>	<u>\$92.60</u>	<u>\$0.00</u>		<u>\$92.60</u>
Psychological Resources Inc.								
Psychological Resources Inc.	6/3/2014	5/30/2014	6880	pre-employment screening	\$500.00	\$0.00		\$500.00
Psychological Resources Inc.	6/3/2014	5/30/2014	6862	pre-employment screening	\$450.00	\$0.00		\$450.00
				<i>Totals for Psychological Resources Inc.:</i>	<u>\$950.00</u>	<u>\$0.00</u>		<u>\$950.00</u>
Raney Planning & Management, Inc.								
Raney Planning & Management, Inc.	6/3/2014	5/30/2014	1322E-7	Labor - April 2014	\$1,350.66	\$0.00		\$1,350.66
				<i>Totals for Raney Planning & Management, Inc.:</i>	<u>\$1,350.66</u>	<u>\$0.00</u>		<u>\$1,350.66</u>
Riso Products of Sacramento								
Riso Products of Sacramento	6/3/2014	5/30/2014	125856	contract 5/18/14-6/17/14	\$94.86	\$0.00		\$94.86
				<i>Totals for Riso Products of Sacramento:</i>	<u>\$94.86</u>	<u>\$0.00</u>		<u>\$94.86</u>
SPRAYTEC (Sprayer Sales Co)								
SPRAYTEC (Sprayer Sales Co)	6/3/2014	5/30/2014	12433	Monthly Maintenance 4/17, 4/30	\$225.00	\$0.00		\$225.00
SPRAYTEC (Sprayer Sales Co)	6/3/2014	5/30/2014	12430	Monthly Maintenance 3/8 & 3/31	\$225.00	\$0.00		\$225.00
				<i>Totals for SPRAYTEC (Sprayer Sales Co):</i>	<u>\$450.00</u>	<u>\$0.00</u>		<u>\$450.00</u>
Wayne E Swisher								
Wayne E Swisher	6/3/2014	5/30/2014	14042	City Park - Sidewalks Expansion & Joint Rep	\$11,456.00	\$0.00		\$11,456.00

City of Clayton

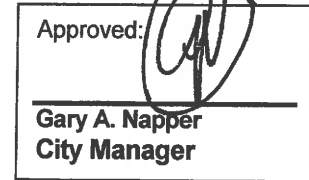
Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
TTI Polygraph								
TTI Polygraph	6/3/2014	5/30/2014	14-005	pre-employment polygraph	\$300.00	\$0.00		\$300.00
				Totals for TTI Polygraph:	\$300.00	\$0.00		\$300.00
Warner Brothers Tree Service								
Warner Brothers Tree Service	6/3/2014	5/30/2014	11234	Fire Abatement Work	\$34,135.00	\$0.00		\$34,135.00
Warner Brothers Tree Service	6/3/2014	5/30/2014	11218	Tree Work, Miwok, Fire Abatement	\$7,000.00	\$0.00		\$7,000.00
Warner Brothers Tree Service	6/3/2014	5/30/2014	11219	Trail Clearance weed abatement	\$2,400.00	\$0.00		\$2,400.00
				Totals for Warner Brothers Tree Service:	\$43,535.00	\$0.00		\$43,535.00
YP (Advertising)								
YP (Advertising)	6/3/2014	5/30/2014	5/19/14	YP Ad Endeavor Hall	\$38.00	\$0.00		\$38.00
				Totals for YP (Advertising):	\$38.00	\$0.00		\$38.00
				GRAND TOTALS:	\$127,831.20	\$0.00		\$127,831.20



Agenda Date: 6-3-2014

Agenda Item: 3c



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 03 JUNE 2014

**SUBJECT: APPROVAL OF ONE (1) YEAR COLLECTIVE BARGAINING AGREEMENT
CLAYTON POLICE OFFICERS' ASSOCIATION (CPOA)**

RECOMMENDATION

It is recommended the City Council adopt the attached Resolution authorizing and approving a one (1) year Memorandum of Understanding (MOU) with the Clayton Police Officers' Association (CPOA), effective 05 May 2014 through 04 May 2015, regarding certain terms and conditions of employment and employee compensation with the City of Clayton.

BACKGROUND

On 18 September 2012 a nine (9) month Agreement (Addendum No. 5) by and between the City and the Clayton Police Officers' Association (CPOA) was approved to cover employer-employee terms and conditions of employment of this recognized collective bargaining unit. The CPOA represents the ten (10) sworn public safety members of the law enforcement unit employed by the City as the Clayton Police Department (excludes the Chief of Police). This action was in accord with California state laws that require a public employer and each of its organized or undesignated collective bargaining units to meet and confer over terms and conditions of employment and compensation prior to the expiration of an associated collective bargaining contract (ref. *Government Code Section 3500, et. seq.*), often known or referred to as a "Memorandum of Understanding" ("MOU").

That 9-month Addendum No. 5 to the underlying MOU expired on 30 June 2013. Pursuant to state law, the CPOA notified the City on 11 April 2013 it was prepared to negotiate a successor MOU to the one set to expire. The City Manager and CPOA representatives did meet and discussed the interests of both parties following several years of concession bargaining caused by the Great Recession and its corresponding MOU addenda, and whether the financial circumstances of the City had improved in sufficient degree to warrant

adjustments in compensation and the unfreezing of frozen practices agreed to between the parties while weathering the fiscal constraints of all cities, including this City (e.g. no employee merit step increases; suspension of Holiday Premium Pay). At that time it was acknowledged the City had not yet prepared its budget for the coming fiscal year (FY 2013-14) plus City Finance staff was backlogged in completing the independent audits of its previous two years of municipal operations. Due to the absence of any meaningful financial documents for the City (note: the CPOA submitted several Public Records Act requests for audited financial statements of the City plus working budget documents), the parties mutually agreed to extend the underlying terms and conditions contained in Addendum No. 5 pending release and publication of the pertinent financial status information.

On 04 June 2013 the City Council approved Addendum No. 6 to the base MOU extending the terms and conditions of CPOA member employment for a 3-month time period from 01 July 2013 through 30 September 2013. Subsequently, as the City's audited financial statements for previous Fiscal Years 2011-12 and 2012-13 were still not completed by the time this Addendum was set to expire, the parties agreed to an additional 3-month extension from 01 October 2013 through 20 December 2013 (by City Council Resolution, Addendum No. 7 was adopted on 01 October 2013). For the same reasons the City and the CPOA again extended the underlying base MOU for an additional time period to cover a 2-month extension through 28 February 2014 (Addendum No. 8, approved by the City Council on 07 January 2014).

MEET AND CONFER DISCUSSIONS

Under City Council direction, the City Manager (as the Council's designated labor negotiator) and CPOA representatives met and conferred at sporadic times to obtain a new Agreement during the months of January and February 2014. Various proposals, counter-proposals and ideas were discussed between the parties during this time period but no consensus was reached prior to the expiration of Addendum No. 8 on 28 February 2014. At that time the CPOA unilaterally decided to allow the terms and conditions in Addendum No. 8 to expire without further time extension. This action subsequently caused unbudgeted financial implications to both parties, including unfreezing employee merit salary step advancements held in abeyance and calculated at \$47,216 annually at that time to the City starting 01 March 2014, along with restoration of Holiday Premium Pay at an annual expense of \$57,560 to the City in the next twelve (12) month period. Conversely, CPOA members absorbed all increased costs in employee medical and dental insurance premiums effective January 2014.

Despite these difficult financial challenges and implications incurred by both parties, negotiations continued in earnest to achieve a successor MOU. After numerous exchanges of proposals and counter-proposals, the CPOA notified the City Manager on 20 May 2014 that its members had ratified the new and revised MOU deal points contained in the last exchange. With this agreement came the internal process to prepare a comprehensive MOU with the CPOA for acceptance by its members and approval by the City Council. At the commencement of negotiations in 2013, both parties acknowledged the desire to end the endless Addenda and capture all of the understandings into a new and revised MOU.

SUMMATION OF NEW AGREEMENT

The parties agreed to the following new or amended employment terms and conditions to the base MOU:

1. The term of the MOU will be one (1) year effective 05 May 2014 through 04 May 2015;
2. A one percent (1%) cost-of-living (COLA) salary adjustment to the job classifications of Police Officer and to Police Sergeant is effective 05 May 2014 (annual City cost of \$9,643);
3. Salary advances for merit performance or other exemplary service remain in effect (no expectant cost in the coming year as no CPOA member is eligible for a merit increase at this time. The CPOA decision in February 2014 is now calculated to cost the City \$22,494 in the coming year, a lower amount due to several CPOA members leaving City employment);
4. Holiday Premium Pay for each of the eleven (11) City-designated holidays has been restructured to reduce the annual compensation from \$57,560 per year to \$22,035 per year. CPOA members working a Holiday will receive regular pay plus eight (8) additional hours of pay provided the member works at least four (4) hours on the actual holiday. CPOA members not working a City-designated Holiday will no longer receive any Holiday pay;
5. Any employee medical and dental insurance premium rate increases effective in January 2014 and in January 2015 are and will be absorbed by CPOA members. For cost example, should an eleven percent (11%) increase in health insurance premiums occur in January 2015, that expense is calculated to be \$10,497 under current employee enrollments;
6. An employee letter of reprimand signed by the Chief of Police is no longer subject to appeal hearings or grievance rights, and provided during the subsequent 12-month period there is no repetitive behavior or incident originating the written reprimand, the document will be purged from the employee's personnel file;
7. The "Administrative Sergeant" day watch assignment is at the sole selection and time duration of the Chief of Police, and any rotation therefrom is not subject to a grievance or appeal process;
8. Section 11.2 of the MOU is amended to note that CPOA members will not be paid for the daily routine of "donning or doffing" the Clayton Police Department uniform; and
9. All other terms and conditions contained in the one (1) year MOU either remain the same or reflect previous modifications contained in approved Addenda Nos. 1-8.

FISCAL IMPACT

Overall the one (1) year MOU represents an annual cost to the City of \$54,173 caused by the restoration of employee performance (merit) pay advancements, resurrection of modified Holiday Premium Pay when working City-designated Holidays, and a 1% cost-of-living salary adjustment retroactive to 05 May 2014. This City potential exposure is offset by \$10,497 as members of the CPOA must pay any health insurance premium rate increases effective in January 2014 and in January 2015.

Including the avoidance of employee health insurance premium increases, the package represents a potential net exposure of \$43,675. By earlier action on 03 December 2013, the City Council set aside \$46,517 in excess FY 2012-13 General Fund monies to address the pending outcome of these negotiations. City expenses contained in the one (1) year MOU have been incorporated into the proposed FY 2014-15 City Budget.

All cost "savings" and expenses of this Unit are borne by the City's General Fund as law enforcement operations of the City are paid by general tax revenue.

- Attachments:
1. Resolution approving a one (1) year MOU with the CPOA [2 pp.]
 2. "Exhibit A", new MOU [21 pp.]
 3. Red-lined copy of base MOU [24 pp.]

RESOLUTION NO. - 2014

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING (MOU)
WITH THE CLAYTON POLICE OFFICERS ASSOCIATION
EFFECTIVE MAY 5, 2014 THROUGH MAY 4, 2015**

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

WHEREAS, authorized representatives of the City of Clayton and the Clayton Police Officers' Association (CPOA) are required to negotiate in good faith regarding the status of certain matters including, but not limited to, wages, hours, and terms and conditions of employment with the City, pursuant to *California Government Code* Section 3500, et. seq.; and

WHEREAS, the existing contract, Addendum No. 5 to the base MOU between the parties, was set to expire on June 30, 2013 and the CPOA made initial contact with the City on April 11, 2013 of its desire to negotiate a replacement MOU prior to its expiration; and

WHEREAS, due to organizational delays in assembling and providing financial data for preparation and consideration of a City Budget for FY 2013-14 and the late audits of City Budgets for FY 2011-12 and FY 2012-13, both parties mutually acknowledged it was beneficial to await the outcome of the City's current financial status before negotiating and obligating oneself to new or revised terms and conditions of public employment and compensation with the City of Clayton; and

WHEREAS, in consideration thereof the parties to the aforementioned discussions agreed to and did execute periodic time extensions to the base MOU while both parties awaited financial data and audited City Budget documents, and therein did approve Addendum No. 6 to extend the terms and conditions of CPOA employment from July-September 2013, approved Addendum No. 7 to similarly extend the MOU from October-December 2013, and approved Addendum No. 8 to extend the MOU from January-February 2014; and

WHEREAS, although negotiations between the parties was occurring during the time period of January and February 2014, the CPOA unilaterally decided to allow Addendum No. 8 to expire without extension or renewal of terms and conditions contained therein, which action did cause unbudgeted financial implications to both parties including unfrozen employee merit salary step advancements calculated at \$47,216 annually to the City in the coming year along with restoration of Holiday Premium Pay at an annual expense of \$57,560 to the City, while the CPOA members absorbed increased costs of medical and dental insurance premiums effective January 2014; and

WHEREAS, despite these difficult financial challenges and implications to both parties, negotiations continued in earnest and ultimately culminated in the CPOA notifying the City on May 20, 2014 that its Association did ratify the deal points contained in final counterproposals between the parties for the approval of a one (1) year comprehensive MOU effective May 5, 2014 through May 4, 2015; and

WHEREAS, the City Manager, as the City's designated labor negotiator, does herein recommend approval of the proposed one (1) year MOU as contained in its entirety in Exhibit "A", a copy of which is attached hereto and by reference incorporated herein as if fully set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Clayton, California does hereby accept and approve the one (1) year Memorandum of Understanding (Exhibit "A") between the City of Clayton and the Clayton Police Officers' Association for the term thereof, effective May 5, 2014 through May 4, 2015, and does duly authorize and instruct its City Manager to implement the agreed-upon terms and conditions accordingly.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held the 3rd day of June 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

Hank Stratford, Mayor

ATTEST:

Janet Brown, City Clerk

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF CLAYTON AND THE CLAYTON POLICE OFFICERS' ASSOCIATION

ARTICLE 1: PREAMBLE

This Memorandum of Understanding, pursuant to the State of California Government Code Section 3500 et seq., entered into by the City of Clayton, hereinafter referred to as "City", and the Clayton Police Officers' Association, hereinafter referred to as "CPOA", the recognized employee organization for sworn police personnel, excepting the Chief of Police, is hereby effective 05 May 2014 through 04 May 2015.

It is the intent and purpose of the Memorandum of Understanding, hereinafter referred to as "MOU", to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to wages, hours, and terms and conditions of employees represented by the CPOA.

ARTICLE 2: SAVINGS CLAUSE

If any section, subsection, subdivision, sentence, clause or phrase of this MOU is, for any reason, held to be illegal or unconstitutional, such holding shall not affect the validity of the remaining portions of this MOU.

ARTICLE 3: MANAGEMENT RIGHTS

Section 3.1

Except as otherwise specifically provided and subject to applicable laws, the City has and retains sole and exclusive rights and functions of management, including, but not limited to, the following:

- A. To determine the nature, standards, and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.
- B. To manage all facilities and operations of the City, including the methods, means, and numbers and kinds of personnel by which the City operations are to be conducted.
- C. To direct the working forces, including the right to hire, assign, promote, demote, or transfer any employee.
- D. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments upon reasonable notice.

E. To discharge, suspend, demote, reprimand, withhold merit increases or otherwise discipline employees in accordance with applicable law.

F. To determine policies, procedures, and standards affecting the selection, training, and promotion of employees.

G. To establish, assess, and implement employee performance standards, including, but not limited to, quality and quantity standards, the assessment of employee performances, and the procedures for said assessment.

H. To determine the assignment of specific personnel and the duration of each assignment for the day watch "Administrative Sergeant" at the sole discretion of the Chief of Police, which assignment and its term are not subject to grievance, disciplinary appeal or any applicable loss in compensation, organizational status or rank; its operation herein is not subject to the *White* decision.

Section 3.2

CPOA recognizes the City has and will continue to retain the unilateral and exclusive right to operate, administer, and manage its municipal services and work force, performing those services in all respects subject to this MOU.

ARTICLE 4: ASSOCIATION AND EMPLOYEE RIGHTS

Section 4.1

The City recognizes the employees' rights to self-organization and to be represented by employee organizations of their own choosing as set forth in Chapter 10, Division 4 of the Government Code of the State of California.

Section 4.2

CPOA is entitled to use non-public area bulletin boards on City property for the purpose of posting notices of meetings and other official CPOA business with the understanding that material derogatory to or of the City will not be posted.

Section 4.3

CPOA representatives will be permitted access to work locations to confer with City employee members on matters of employer – employee relationship but not such internal employee organization business as soliciting membership, campaigning for office, and the organization meetings and elections. Such representatives shall not interfere with the efficiency, safety and security of City operations or in any way interfere with work in progress.

Section 4.4

City will provide to CPOA certain meeting space outside normal working hours, provided such space is available. Requests for use of facilities shall be made in advance and approved by the City.

Section 4.5 Personnel Files.

The City's secured personnel files, maintained in the City offices, are not subject to public inspection. Any employee has the right to inspect their own personnel file. An employee has the right, in accordance with law, to respond in writing to anything contained or placed in their own personnel file and any such response(s) shall become part of their personnel file.

ARTICLE 5: UNIT DESCRIPTION

Section 5.1

The following job classifications are represented by the CPOA and are members of this unit:

Job Classifications – Sworn Personnel

Police Sergeant

Police Officer

ARTICLE 6: DUES DEDUCTION

City shall provide payroll deductions of membership dues and legal assistance plan sponsored by CPOA/PORAC, upon the written authorization of employees described in Article 5 above and on forms provided by the City. The provision of such service to CPOA by the City shall be contingent upon and in accordance with the provisions of City ordinances, resolutions, memoranda of understanding, and applicable administrative procedures.

ARTICLE 7: COMPENSATION

Section 7.1 Wages.

Effective 05 May 2014, the monthly base salary ranges for the following classifications shall be:

<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Police Sergeant	5474	5748	6035	6337	6654
Police Officer	4659	4892	5137	5393	5663

Section 7.2 Salary Advancement

Assigned salary ranges normally contain five (5) steps, A through E. Employees move through these salary steps subject to satisfactory performance. Step "A" is an at-will eighteen (18) month probationary position.

Regular employees shall be eligible for step salary advancement consideration as follows:

1. To the "B" rate of the salary step schedule after successful completion of eighteen (18) months at the "A" rate. The date of this increase shall become the employee's salary review date for purposes of eligibility for future merit step increases.
2. To the "C" rate of the salary step schedule after successful completion of one (1) year at the "B" rate.
3. To the "D" rate of the salary step schedule after successful completion of one (1) year at the "C" rate.
4. To the "E" rate of the salary step schedule after successful completion of one (1) year at the "D" rate.

When an employee (except laterals) is hired at a salary rate other than Step "A" of the salary step schedule assigned to the classification, the employee shall be eligible for a step increase eighteen (18) months from the date of employment, and this date shall become the employee's salary review date for purposes of eligibility for future merit increases. Thereafter, the above merit pay procedure shall be followed. Laterals will remain at a twelve (12) month probation period and be eligible to receive a salary step increase after twelve (12) months of full time services.

Salary advancements are granted for continued meritorious and efficient service, and after continued improvements in assigned tasks, in conjunction with performance appraisal procedures. Recommendations for salary advancement are initiated by immediate supervisors and are then forwarded to the Chief of Police for acceptance. These recommendations are then transmitted to the City Manager for approval.

Salary step advancements are not guaranteed. When an employee is denied a merit step increase, the employee shall be informed of such and the reasons therefore in writing. The employee shall be reconsidered for advancement within six (6) months, and if still denied at that time, may be reconsidered for advancement at any subsequent time recommended by the Chief of Police.

Employees who have received internal promotions, if assigned to a salary step in the new classification salary range offering a minimum five percent (5%) salary increase, shall be eligible for a step increase upon successful completion of twelve (12) months in the new position. If employees are placed on a higher salary step than this, based upon the recommendation of the Chief of Police and approval of the City Manager, they shall

be eligible to advance to the next step of the new classification salary range one (1) year from the date of their promotion. This promotion date shall also become the employee's new salary review date for purposes of eligibility for future merit salary increases.

Section 7.3 Uniform Program

The Uniform Program is for sworn personnel only.

The purpose of this Uniform Program is to provide uniforms to those personnel who are required to perform duties that require identifying uniforms. All identifying patches, badges, etc., purchased by the City for an employee must be returned to the City when an employee terminates City employment. To make the program effective, all eligible employees shall be required, as a condition of their employment, to participate in accordance with this policy. All personnel required under the program to wear uniforms must comply with departmental rules and regulations.

A. Sworn Police Personnel

Sworn police personnel shall receive a uniform allowance of nine hundred dollars (\$900.00) per year payable in two equal increments of four hundred fifty dollars (\$450.00) each according to the following payment schedule:

\$450.00 in the first pay period of the fiscal year; and
\$450.00 in the final pay period of the calendar year.

New employees shall receive one uniform allowance increment initially upon appointment and unless the new employee commences employment on the start of a fiscal year, the uniform allowance for that initial increment shall be pro-rated.

Section 7.4 Deferred Compensation Plan

At least one (1) deferred compensation plan shall be offered by the City and made available to all employees in this unit, which provides for tax-deferred savings and/or a retirement supplement. Employee deposits into such plan(s) shall be made by payroll deduction and at monetary levels of the employee's choice, subject to the maximum(s) allowed according to Internal Revenue Service (IRS) regulations and laws.

Section 7.5 Sick Leave Incentive

Sworn members of the CPOA will be awarded an additional four (4) hours of vacation time for every three (3) consecutive months during which sick leave was not used by the member after one's accrual of two hundred forty (240) hours of sick leave time.

Any officer who believes he or she is eligible for the sick leave incentive under the terms of Section 7.5 shall submit a written request with one's payroll time card to Payroll staff in the Finance Department requesting the incentive hours to be awarded. The written request shall specify the beginning and ending dates of the quarter for which the incentive is being sought.

Payroll staff will then verify the officer's eligibility by checking the officer's most recent quarter's sick leave usage.

If, in fact, the requesting officer is eligible for the incentive, Payroll staff will then credit the requesting officer's earned vacation bank with the appropriate amount of incentive hours. If the requesting officer is ineligible for the incentive due to sick leave usage during the quarter indicated, Payroll staff will so notify the requesting officer accordingly noting the date of sick leave usage(s).

A "month" for purposes of sick leave incentive under Section 7.5 begins on the first calendar day of the month and ends on the last calendar day of the month.

Requests for incentive hours pursuant to Section 7.5 must be submitted on or before the end of the third month following the end of the quarter for which the incentive is sought. {For example, if the quarter for which the incentive is sought is for January 1 through March 31, the request for the incentive must be submitted to Payroll on or before June 30.} Any potential incentive hours not timely requested shall be deemed void and eligibility for them waived.

Section 7.6 Educational Incentive Program

The City shall pay an educational incentive for job-related P.O.S.T. certificates obtained by the employee which exceed the normal established job requirements for the classification held by the affected sworn police employee. Eligible employees shall be compensated as follows:

P.O.S.T. Intermediate Certificate	\$1,200/Year	<u>or</u>
P.O.S.T. Advanced Certificate	\$2,160/Year	

The monetary equivalent of this education incentive pay is disbursed to an eligible employee in the form of one's hourly wage basis through the City's bi-weekly pay cycle, pursuant to the federal Fair Labor Standards Act (FLSA)

If an employee qualifies for an incentive in one classification but is assigned to another classification that *requires* the P.O.S.T. certificate presently earned, the employee is no longer eligible to receive the associated incentive pay.

Payment of the incentive shall be subject to the approval of the City Manager. The following criteria will be used to determine an employee's eligibility for and/or continued eligibility in the incentive program:

- A. An employee must have successfully completed his/her probationary period of eighteen (18) months prior to becoming eligible for this educational incentive program.
- B. It will be the responsibility of the immediate supervisor or the Chief of Police to notify the City Manager of an employee's eligibility in this incentive program, using the applicable City Personnel Action Form, and secure the City Manager's approval. Once approved, it will be the responsibility of the immediate supervisor or the Chief of Police to notify the City payroll department, using the applicable City Personnel Action Form with the required approval signatures, at the beginning of the pay period in which the incentive pay will be paid as to the affected employee.

This educational incentive pay is separate and distinct from the base salary compensation for each classification for purpose of calculating salary advancements.

Section 7.7 Special Duty Assignments

A. Field Training Officer (FTO)

City agrees to pay a five percent (5%) premium to employees within the CPOA who are assigned by the Chief of Police to the training of new, full-time, regular employees and Reserves, based on a training plan and schedule approved by the Chief of Police. FTO premium will be paid only for those hours for which the assigned trainer has been actually provided the field training.

It is the intent of this provision that assignments involving training shall not be assigned for less than one (1) work shift.

Section 7.8 Working In A Higher Classification

An employee covered by this MOU who is assigned to work in a position of a higher classification shall be paid an additional five (5) percent of his or her current salary for the time the employee works in the higher classification. Such assignments to a higher classification shall be approved by the Chief of Police and City Manager. This provision does not apply to employees performing higher duties as a result of a written training program.

Salary adjustments under this section shall not be retroactive.

Section 7.9 Shift Differential

Sworn officers regularly assigned to Graveyard Shift shall receive an additional four (4) percent compensation above base pay for hours worked on the Graveyard Shift. Regularly assigned to a Graveyard Shift shall mean a sworn officer who is assigned to work between the hours of 2100 to 0700 for at least four (4) days per week.

Sworn officers regularly assigned to Swing Shift shall receive an additional two and one-half (2.5) percent compensation above base pay for hours worked on a Swing Shift. Regularly assigned to a Swing Shift shall mean a sworn officer who is assigned to work between the hours of 1400 to 2400, or 1700 to 0300 for at least four (4) days per week.

Hours not worked on the officer's regularly assigned shift are compensable at base pay. This provision includes off hours such as paid and unpaid leave.

Both parties acknowledge and agree the current language in the MOU does not adequately or properly address shift differential pay reflecting an assigned shift scheduled for an employee working a 10-hour or 12-hour work period. During the term of this agreement, the City and the CPOA agree to mutually consider and agree upon prospective terms and conditions of this Section for potential revision to address 8-hour, 10-hour and 12-hour work shifts.

ARTICLE 8: MEDICAL, DENTAL, LIFE/ACCIDENTAL DEATH DISMEMBERMENT INSURANCE

Section 8.1 City Contribution To Premiums

The maximum monthly City premium contribution for combined medical, dental, and life/accidental death/dismemberment insurance coverage for sworn personnel shall be paid by the City during the term of this MOU in accord with the following employee subscription enrollment schedules. Every member of this unit is required to be enrolled in and pay for the City's life/accidental death/dismemberment insurance coverage.

A. The City's following maximum monthly contribution will be:

No Enrollment/Unused Benefit (enrollments after 30 June 2010):

\$ -0-

No Enrollment/Unused Benefit (existing eligible employees): \$ 250.00/mo.

(Provided proof of similar medical and dental coverage is available to the employee is placed and maintained via another qualified third party insurance provider. Ref. Section 8.2).

Employee Only \$ 767.57 per month.

Employee + 1 Enrolled Dependent \$1,355.57 per month.

Employee + 2 or more Enrolled Dependents \$1,774.77 per month.

Section 8.2 Medical Insurance, Dental Insurance, Life/Accidental Death/Dismemberment Insurance

The City will contract to provide medical and dental insurance coverage for all full-time regular employees and their enrolled dependents, in addition to the mandatory enrollment in a \$50,000 face amount life insurance policy and the \$50,000 Accidental Death and Dismemberment Insurance coverage for each regular employee. Any premium in excess of the maximum amount contributed by the City as outlined in Section 8.1 above shall be the responsibility of the individual employee, to be paid through City payroll deductions.

Employees may elect to decline City-provided medical and/or dental coverage only in cases when the employee is covered under an alternate third party insurance plan. Proof of insurance is required. For employees authorized to decline City-provided medical and/or dental coverage, the City will contribute a monthly amount up to the maximum monthly premium cap outlined in Section 8.1 above under "No Enrollment". The employee may elect to place said "No Enrollment" monies into a City-approved deferred compensation plan, to the employee's Flexible Spending Account (FSA – medical), or may receive the monies as taxable income, each prorated amount disbursed bi-weekly at the employee's designated option and in accord with applicable IRS regulations.

Those employees whose monthly expense for their enrolled subscription in City-secured medical, dental and life insurance is less than the maximum amounts listed in Section 8.1 may also elect to place Unused Benefit residual monies into a City-approved deferred compensation plan, to the employee's Flexible Spending Account (FSA – medical), or may receive the monies as taxable income, each prorated amount disbursed bi-weekly at the employee's designated option and in accord with applicable IRS regulations.

In no case shall an employee's Unused Benefit residual payout exceed the maximum of \$250.00 per month.

Section 8.3 Short Term and Long Term Disability Insurance

The City shall provide and pay for short term (STD) and long term disability (LTD) insurance(s) in behalf of each employee of this unit for the purpose of providing contracted levels of continued compensation in the event of an off-duty illness or injury.

ARTICLE 9: RETIREMENT SYSTEM

The City is a member of the California Public Employee's Retirement System, hereinafter referred to as "CalPERS". All regular full and part time employees of this Unit are required to be members of this retirement system.

Section 9.1 Classic Tier I Employees

All regular full-time and regular part-time employees of this Unit hired before 01 July 2010 are considered "Classic Tier I" participating members of CalPERS. By contract, the City and eligible employees in this Unit are participating members of the "3% at age 55" Safety Retirement System.

For Classic Tier I eligible employees, the City shall pay the entire required Employer CalPERS rate and share for this Safety Retirement System and any increases in rate thereof during the term of this MOU, as well as cover the cost of administration. The City will also pay the current 9% Employee CalPERS rate and share for this Safety Retirement System during the term of this MOU.

Section 9.2 Classic Tier II Employees

All regular full-time and regular part-time employees of this Unit hired on or after 01 July 2010, plus any new employee of this Unit that was a participating member with an employer enrolled in a CalPERS "Classic" pension system and whom did not experience a break in employment service longer than six (6) months, are each considered City "Classic Tier II" employees and are required to be participating members in CalPERS. The City shall contract with CalPERS and enroll said eligible employees in this hiring category in the CalPERS "2% at age 50" Local Public Safety retirement plan.

The City shall pay the entire (100%) required Employer CalPERS rate for this Classic Tier II "2% at age 50" Retirement Plan and employee shall pay the entire (100%) required Employee share CalPERS rate. For the purpose of calculating eligible retirement pension, the "2% at age 50" Plan shall be the average of the highest three (3) years of eligible compensation paid to the Employee.

Section 9.3 PEPRA Tier III Employees

A Public Employee Pension Reform Act ("PEPRA") or City "Tier III" employee for retirement purposes is any new member of this Unit who becomes a member of CalPERS for the first time on or after 01 January 2013, and who was not a member of another California public retirement system prior to that date, and who is not subject to reciprocity with another California public retirement system. Eligible employees of the City's "Tier III" Retirement Plan are enrolled as members of the Local Public Safety retirement plan of "2.7% at age 57".

Under PEPRA, Unit members of the Tier III Retirement Plan must contribute fifty percent (50%) of the total Normal Cost, as defined and calculated by CalPERS, as the Employee Share.

Section 9.4 Survivor Benefit Program

The City agrees to contract for the CalPERS 1959 Survivor Benefit Program – Fourth Level, and provide the annual employer cost for this contracted retirement benefit. Employees of this unit shall be solely responsible for the employee monthly cost for this added contractual benefit, payable through mandatory City payroll deductions.

ARTICLE 10: HOLIDAYS AND LEAVES

Section 10.1 City Designated Holidays

The City designates the following Holidays in each calendar year with the closure of City Hall and pedestrian traffic and normal telephone calls to the Clayton Police Station:

New Year's Day	Martin Luther King, Jr. Day
Lincoln's Birthday	President's Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Day	

Section 10.2 Holiday Pay

A member of this Unit whose work assignment requires one to work a City designated Holiday shall receive one's regular pay, and provided that member works at least four (4) hours of that Holiday, that member will be paid eight (8) additional hours of pay for having to work that Holiday during that pay period. A member of this Unit not working any hours of that Holiday during that pay period shall receive zero (\$0) pay for that Holiday. A member of this Unit working less than four (4) hours on a Holiday shall receive one's regular pay for the hours actually worked during that pay period.

Section 10.3 Personal or "Floating" Leave

In addition to the holidays listed under Section 10.1, all members of this unit shall receive twenty-four (24) hours of Personal Leave for each fiscal year. Said leave hours shall be taken at the employee's discretion, with the consent of the supervisor. If Personal Leave hours are not taken or exhausted by the end of the fiscal year (June 30th), the remaining hours are forfeited.

Section 10.4 Vacation Leave

Permanent, regular employees shall be entitled to annual vacation leave with pay as earned.

A. Vacation leave credit for an 80-hour biweekly work week employee shall be accrued on the following basis, subject to a not-to-exceed accrual cap of eighteen (18) times one's current monthly accrual rate ("the cap"):

1. 6.67 hours per month from the date of initial hire through month 24.
2. 8.00 hours per month from month 25 through month 48.
3. 10.00 hours per month from month 49 through month 96.
4. 13.33 hours per month from month 97 through month 180.
5. 16.67 hours per month from month 181 and beyond.

An employee having earned an accrued, unused vacation leave hour balance above eighteen (18) times one's current monthly accrual cap as of 24 July 2011 is hereafter ineligible to accrue further vacation leave hours until such time said employee's accrued, unused vacation leave hours balance drops below the eighteen (18) times cap, and thereafter may again accrue further vacation leave hours only to the extent such accrual balance never exceeds the employee's eighteen (18) times applicable cap.

- B. Vacation leave credit for regular full-time employees working less than an eighty (80) hour biweekly work week shall be credited as in paragraph "A" above on a pro-rata basis based on the number of hours worked per week.
- C. Vacation leave must be used in increments of one-quarter (0.25) hour or more.
- D. Vacation leave may be taken as earned but must be requested in writing as far in advance as possible. Vacation leave scheduling is subject to the approval of the Chief of Police, based on labor deployment requirements.
- E. In the event one or more observed holidays fall within the vacation leave of an employee, such holiday shall not be charged as vacation leave, and the vacation leave may be extended accordingly.
- F. Upon leave of City employment, an employee will be paid for all accrued, unused vacation leave hours up to and including the maximum cap of eighteen (18) times one's current monthly accrual rate. An employee who earned and thereafter maintained an accrued, unused vacation leave hour balance in excess of eighteen (18) times one's current monthly accrual rate as of 24 July 2011 will be paid for all accrued, unused vacation leave hours upon leave of City employment.

Section 10.6 Sick Leave

Sick leave is earned at the rate of eight (8) hours for each month worked. Maximum accrual will be unlimited. Unused sick leave will not be paid upon separation from City employment.

Sick leave may generally be used for any illness, injury, medical or dental appointment/treatment, or disability (including pregnancy and childbirth) of the employee. Sick leave may also be used for illness or injury of the employee's immediate family; however, absences for family leave purposes in excess of one (1) week (or a cumulative two [2] weeks in any calendar year) must be approved by the City Manager. A physician's report may be required for extended periods of sick leave usage, or if in the determination of the City Manager, the employee exhibits greater than average, or unusual patterns or circumstances in the use of sick leave.

Up to three (3) days of sick leave may be used to attend funerals of close family members, with the approval of the City Manager.

Members of this unit are entitled to certain disability benefits as defined by state law, and may not therefore use sick leave for on-the-job injuries or illnesses. Further, any unused sick leave shall not extend the retirement date of an employee who has been granted a disability retirement, notwithstanding the provisions of CA Government Code Section 21025.2

Employees may use accrued sick leave for non work-related disabilities up to the effective or commencement date of short-term or long-term disability benefits.

Employees unable to return to work within six (6) months of the date of disability (non work-related) may be separated from City employment, unless an extension is approved by the City Manager, and except as otherwise restricted by state law.

Up to twenty-four (24) hours of accrued paid sick leave may be used as Bereavement Leave per occasion to attend the funeral of a close family member, with approval of the City Manager.

ARTICLE 11: HOURS OF WORK, WORK PERIODS AND PAY PERIODS

Section 11.1 Standard Work Assignment

The standard work assignment shall be eighty (80) hours in a two week pay period.

Section 11.2 Shifts

Regular shifts consist of 8, 10, or 12 hours of work per day, as assigned. Paid work time begins at the start of a shift (e.g. a 6am to 6pm shift begins at 6:00am). Each employee assigned to a shift must have completed changing his or her clothes (uniform, boots, vest, and belt, etc.) and be able and ready to begin work by the beginning of the shift). Each time an assigned work shift schedule is established or altered for members of this unit, the Chief of Police is responsible to so inform the Payroll/Finance Department accordingly, pursuant to the federal Fair Labor Standards Act.

Section 11.3 Pay Periods

The pay period for all employees shall be bi-weekly. The pay period is from 12:00 a.m. Monday through 12:00 midnight Sunday. There are twenty-six (26) pay periods in a fiscal year from July 1st through June 30th. Time sheets are due to Payroll at the start of the day work shift the Monday following the close of the pay period on Sunday. City pay checks are available and distributed on the Wednesday following the close of a pay period.

Note: From time to time, Payroll deadlines for submittal of time sheets and actual pay day may be altered due to designated City holidays. Payroll will notify all employees in advance when these circumstances arise. The time sheet deadline may be adjusted as needed to meet City payroll deadlines. Employees required to estimate hours worked due to an early time sheet deadline shall do so based on an employee's normally-assigned work schedule.

ARTICLE 12: OVERTIME

Section 12.1 Regular Overtime

The City will compensate eligible regular employees for each one-quarter hour (0.25) of overtime worked at a rate of one and one-half times (1.5) the employee's base hourly rate including applicable FLSA-required compensation. Overtime is defined as hours worked in excess of eighty (80) hours per pay period, or hours worked in excess of a regularly scheduled shift. Employees working partial or reduced shifts will not be eligible for overtime until the hours worked exceed the regular shift hours noted in Section 11.2. Authorization of the employee's supervisor must be obtained prior to the working of overtime hours, except in emergency situations. Compensation for overtime shall be in the form of cash payment, or if requested by the employee and approved by the Chief of Police, in the form of compensatory time off (CTO) that shall also accrue at the rate of one and one-half (1.5) times the actual overtime hours worked.

For purposes of overtime and compensatory time calculations, all paid leave shall be considered as hours worked.

Section 12.2 Compensatory Time Off

A maximum of one hundred fifty (150) hours of compensatory time off (CTO) may be accrued by each employee, except when approved by the City Manager for a recognized or specific operational need or situation. Whenever possible and in the discretion of the immediate supervisor or Chief of Police, overtime shall be compensated with compensatory time off. Compensatory time off may be used by written request of the employee filed three (3) days in advance with the appropriate supervisor or the Chief of Police. Management will make every effort to comply with time off requests of the employee and shall not arbitrarily assign employees to compensatory time off. Upon leaving City employment, the employee will be paid for all accrued, unused compensatory time.

Section 12.3 Call-Out Pay

In the event an employee is called out for emergency duty, the employee will receive compensation at a rate of one and one-half (1.5) times the employee's regularly hourly rate. When an employee is called to duty more than forty-five (45) minutes prior to one's normal work shift, or is called back to duty after leaving work following a normal work shift, the employee will be compensated a minimum of three (3) hours of overtime pay.

Call-out time shall be defined as time worked by the employee, in excess of forty (40) hours per week, which time is not an extension of the normal work day or for which the employee has not been notified at least twenty-four (24) hours in advance. Call-out shall occur only when there has been a break in work service, i.e., the employee has left work for the day and is required to return to duty. In addition, weekend work for which the employee has been notified at least twenty-four (24) hours in advance shall not be considered call-out time. Attendance at regularly-scheduled meetings held after normal working hours that are recognized as part of the job duties of an individual employee shall not be recognized a call-out time.

Section 12.4 Court Time and Appearances

- A. Sworn employees of this unit shall receive overtime pay for each hour they are required to, as a direct result of their City employment, and actually appear in court during their off-duty hours, yet said pay shall not be less than four (4) hours of overtime, except as provided below.
- B. Sworn employees shall receive regular compensation (straight time) for appearing in court during their regular work hours when such appearance is a direct result of their City employment.
- C. Sworn employees shall receive overtime pay only for each hour they actually appear in court, as a direct result of their City employment, while off-duty but within four (4) hours prior to the start of their work shift, yet shall not receive the guaranteed minimum of four (4) hours overtime as provided in "A" above.
- D. Sworn employees required to appear in court commencing at a time less than one-half ($\frac{1}{2}$) hour following the end of his/her shift regardless of the length of the work shift, and said appearance is due to the employee's City employment, shall be paid overtime only for the time he/she actually appears in court, and shall not be paid the guaranteed four (4) hours minimum of overtime as provided in "A" above.
- E. Sworn employees required to present criminal cases in person to the local district attorney's office during regularly-scheduled time off shall receive overtime pay as provided for in Section 12.4 above. The administrative sergeant responsible for assigning the filing of such criminal cases shall first endeavor to require such assignments to be conducted by sworn employees during one's work shift, and shall only make such assignments to off-duty personnel when no other reasonable alternative exists.

ARTICLE 13: RESIDENCY REQUIREMENT

Each member of this unit shall maintain their principal residence at all times within a fifty (50)-mile radius of the City of Clayton Police Department headquarters.

Upon recommendation from the Chief of Police, the City Manager may grant exception to this residency requirement when special circumstances or hardships warrant, and may condition such exception as the City Manager deems appropriate and consistent with the purpose of this requirement to insure rapid public safety response time to emergency and disaster situations within the city.

ARTICLE 14: CLASSIFICATION AND COMPENSATION PLANS

Each position with the City shall be allocated to its appropriate classification on the basis of assigned job duties and responsibilities such that the same qualifications may be reasonably required for and the same schedule of pay may be equitably applied to all positions in the same classification. Positions may, from time to time, be reclassified on the basis of changes in or re-evaluation of the duties and responsibilities of the positions.

ARTICLE 15: LAYOFF PROCEDURE

Section 15.1 Purpose

The purpose of this section is to provide a fair and equitable basis for the reduction of personnel when this action becomes necessary in a department comprised of members of this unit or in the total work force of the City. In such circumstances, the City will make every effort to assist those employees who may be subject to layoff due to lack of work or a similarly compelling reason. Assistance will be made available through utilizing existing vacancies elsewhere in the department or work force, if any, to the fullest extent possible to relocate affected employees. In addition, contact will be made with other employees to refer those employees who are unable to be placed in other City vacancies.

Section 15.2 Causes

The Chief of Police may layoff an employee in the classified service because of shortage of work or budgeted funds. In addition, for the interest of economy or because the necessity for the position or employment involved no longer exists, the City Manager may request, and the City Council may concur, to abolish any position or employment in the classified service and discharge, transfer or demote the employee or officer holding such position or employment.

Section 15.3 Procedure

- A. When a reduction in personnel is anticipated, the Personnel Officer or his/her designee shall notify the CPOA in writing forty-five (45) calendar days before the effective date of the layoff with the reasons thereof.
- B. The Personnel Officer, or his/her designee, shall determine what openings exist in the same classification in other departments so the affected employee(s) may be

considered for transfer or relocation. The employee(s) may be considered for transfer or relocation into a lower classification, where practicable, prior to affecting layoff.

- C. If transfer or demotion is not practicable, the affected employee, upon layoff, shall be placed on the appropriate re-employment list as provided for by this Section.
- D. Provisional employees of the affected classification(s) shall be laid off prior to the layoff of a probationary or permanent employee.
- E. Probationary employees in the affected classification(s) shall be laid off prior to the layoff of a permanent employee.
- F. Permanent employees shall be designated for layoff based on an evaluation of all employees in the same classification. Such evaluation will include work assignment, certification, education and seniority.
- G. The names of probationary and permanent employees who have been laid off shall be placed upon re-employment lists for classification(s) which, in the opinion of the Personnel Officer, require basically the same qualifications, duties and responsibilities of the classification(s) from which the layoff was made. Re-employment lists will be maintained and valid for a period of one (1) year following the effective date of that layoff.
- H. In filling vacancies, eligible individuals on the re-employment lists take precedence over eligible individuals on any other list for the same classification.

ARTICLE 16: DISCIPLINARY PROCESS

A Letter of Reprimand is not a disciplinary matter subject to an appeal process by the affected employee provided the Chief of Police approves in writing the Reprimand without the affected employee's right to any hearing before the Chief. A Letter of Reprimand shall stay in the affected employee's personnel file to be purged following twelve (12) consecutive months of non-repetitive behavior or incident. The initial Reprimand issue shall not be incorporated into the affected employee's performance evaluation provided there is non-repetitive behavior or incident within the subsequent twelve (12) month time period following the Reprimand.

After the process has progressed from the investigation, recommendation for discipline, the Skelly hearing, and the City Manager's decision to impose the discipline, the next step to the appeal process is non-binding arbitration.

Any side can appeal the arbiter's ruling, but only as to the issues raised in the arbitration.

Final appeal will be to the City Council.

ARTICLE 17: GRIEVANCE PROCEDURE

Section 17.1 Definition

A grievance is any dispute between the City and employee or employees or recognized employee organization with respect to the meaning, interpretation, application or enforcement of the Personnel System Rules and Regulations or the Memorandum of Understanding (MOU).

Section 17.2

It is the intent of the City to anticipate and diminish causes of grievances and to settle any which arise informally at the lowest practicable level of supervision, and as fairly and promptly as possible. To accomplish this, there are time limits between the initiation of a grievance and its occurrence, between steps of the grievance procedure, and the time in which each answer must be given. Any grievance, whether initiated by the employee or the City, is subject to the time limits set herein. Failure to pursue or conduct a grievance within these time limits shall constitute said grievance to have been settled on the basis of the last timely demand or answer. The time limit set forth can only be extended by written agreement of both parties.

At each step of the grievance procedure, the City shall make available any record relied upon to sustain the action which gave rise to the grievance and any other information necessary and pertinent to the processing of the grievance.

Exception: Any materials which in the City Manager's discretion must, in the public or City's interest, remain confidential or which is intimate and private to the grieving employee.

Section 17.3

Any employee in the merit system shall have the right to use the grievance procedure free from restraint, discrimination, pressure or reprisal from any other employee, supervisor, department head, or representative of recognized employee organizations.

Employee shall have the right to present grievances individually or through his/her recognized employee organization. Employee shall have the right to withdraw the grievance at any step in the procedure. Employee shall have the right to designate a representative of a recognized employee organization at the second step, or any succeeding step, of this grievance procedure. If the employee is represented by a representative of a recognized employee organization, the employee filing the grievance shall also be present during the discussion at all steps of the grievance procedure.

Section 17.4

Grievances will be processed in the following manner and within the stated time limits:

A. Step No. 1

When an employee has a grievance, he/she shall, within ten (10) working days following the occurrence of the event or the discovery of the event on which the grievance is based, prepare in writing a complete description of the grievance and submit the grievance to his/her immediate supervisor. The employee and supervisor shall discuss the matter in private. Should the substance of the grievance by the employee be connected with actions of the immediate supervisor and/or Chief of Police, said grievance shall be filed with the Personnel Officer.

The supervisor, Chief of Police, and/or Personnel Officer shall make a thorough investigation of the reported grievance and render his/her/their decision within three (3) working days. The decision shall be made in writing to the aggrieved employee.

Most grievances should be solved at the employee – supervisor level.

B. Step No. 2

If the employee is not satisfied with the decision of his/her supervisor, Chief of Police, and/or Personnel Officer in Step No. 1 above, he/she has the right to appeal the decision to the next higher level of supervision. The aggrieved employee, either individually or by instructing the chosen representative of the recognized employee organization, must prepare a written appeal or must file said appeal within ten (10) working days after the applicable decision is rendered to the next level of supervision.

At this Step of the grievance procedure, the supervisor or employee, individually or through his/her designated recognized employee organization representative, shall have the opportunity to provide evidence from witnesses. In this Step, the management person receiving the appeal shall make a thorough investigation of the reported grievance and shall render his/her decision in writing within five (5) working days of concluding the investigation, but not longer than fifteen (15) working days from the receipt of the appeal.

C. Step No. 3

If the aggrieved employee is not satisfied with the decision made on his/her appeal at the level of management specified in Step No. 2, he/she has the right of appeal to the City Manager. The aggrieved employee, either individually or by instructing his/her chosen representative from a recognized employee organization, shall submit in writing an appeal to the City Manager within ten (10) working days of the date of the decision rendered by the management person in Step No. 2.

The written appeal shall include a detailed statement of the grievance. The City Manager shall arrange a prompt hearing of the grievance. Following the close of the hearing before the City Manager, the City Manager shall make a thorough investigation of the reported grievance and render his decision in writing to the aggrieved employee.

within five (5) working days after the close of the hearing. The City Council is given a copy of the City Manager's decision, and the City may initiate its own grievances at this step of the grievance procedure.

D. Step No. 4

If the aggrieved employee, or City, is not satisfied with the decision of the City Manager in Step No. 3, and wish to appeal the decision, the aggrieved employee, either individually or by instructing his/her designated representative of a recognized employee organization, can appeal the decision in writing to the Personnel Board (City Council) within ten (10) days of the City Manager's decision.

Decisions of the Personnel Board (City Council) pursuant to this grievance procedure will be final and binding.

ARTICLE 18: JOINT LABOR/MANAGEMENT SAFETY COMMITTEE

Section 18.1

The City shall attempt to provide a safe and healthy work place for all City employees. The CPOA supports the creation of a safe working environment.

Section 18.2

The City will establish and maintain an Employee Safety Committee. Not less than two (2) members of the committee shall be appointed from the Clayton Police Department, one (1) of which shall be named by the CPOA.

Section 18.3

Employees required to attend mandatory safety meetings will be compensated according to the provisions of this MOU.

ARTICLE 19: SCOPE OF AGREEMENT

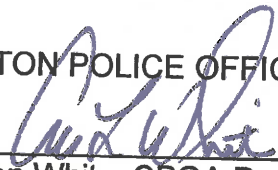
Except as otherwise specifically provided herein, this MOU fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire agreement between the parties on any and all matters subject to meeting and conferring laws. Neither party shall, during the term of this MOU, demand any change therein nor shall either party be required to negotiate with respect to any other matter, provided that nothing herein shall prohibit the parties from changing the terms and conditions of this MOU by mutual consent and agreement.

ARTICLE 20: TERM

Except as indicated herein, this MOU shall be effective commencing 05 May 2014 and continue through 04 May 2015.

IN WITNESS THEREOF, this MOU is entered into by the following authorized representatives this 20th day of May 2014 pursuant to the provisions of *CA Government Code Section 3500*, et. seq. for presentation to and adoption by the City Council of Clayton, California.

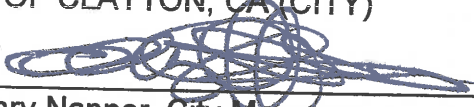
CLAYTON POLICE OFFICERS ASSOCIATION (CPOA)

By: 
Allen White, CPOA President

By: 
Rich Enea, II, CPOA Vice President

By: _____
Bud Stone, CPOA Labor Consultant

CITY OF CLAYTON, CA (CITY)

By: 
Gary Napper, City Manager

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**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF CLAYTON AND THE CLAYTON
POLICE OFFICERS' ASSOCIATION**

ARTICLE 1: PREAMBLE

This Memorandum of Understanding, pursuant to the State of California Government Code Section 3500 et seq., entered into by the City of Clayton, hereinafter referred to as "City", and the Clayton Police Officers' Association, hereinafter referred to as "CPOA", the recognized employee organization for sworn police personnel, excepting the Chief of Police, is hereby effective ~~054 May~~ ~~July 2014~~ ~~08~~ through ~~304 May~~ ~~June 2015~~ ~~09~~.

It is the intent and purpose of the Memorandum of Understanding, hereinafter referred to as "MOU", to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding, but not limited to, matters relating to wages, hours, and terms and conditions of employees represented by the CPOA.

ARTICLE 2: SAVINGS CLAUSE

If any section, subsection, subdivision, sentence, clause or phrase of this MOU is, for any reason, held to be illegal or unconstitutional, such holding shall not affect the validity of the remaining portions of this MOU.

ARTICLE 3: MANAGEMENT RIGHTS

Section 3.1

Except as otherwise specifically provided and subject to applicable laws, the City has and retains sole and exclusive rights and functions of management, including, but not limited to, the following:

- A. To determine the nature, standards, and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.
- B. To manage all facilities and operations of the City, including the methods, means, and numbers and kinds of personnel by which the City operations are to be conducted.
- C. To direct the working forces, including the right to hire, assign, promote, demote, or transfer any employee.
- D. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments upon reasonable notice.

E. To discharge, suspend, demote, reprimand, withhold merit increases or otherwise discipline employees in accordance with applicable law.

F. To determine policies, procedures, and standards affecting the selection, training, and promotion of employees.

G. To establish, assess, and implement employee performance standards, including, but not limited to, quality and quantity standards, the assessment of employee performances, and the procedures for said assessment.

H. To determine the assignment of specific personnel and the duration of each assignment for the day watch "Administrative Sergeant" at the sole discretion of the Chief of Police, which assignment and its term are not subject to grievance, disciplinary appeal or any applicable loss in compensation, organizational status or rank; its operation herein is not subject to the *White* decision.

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Section 3.2

CPOA recognizes the City has and will continue to retain the unilateral and exclusive right to operate, administer, and manage its municipal services and work force, performing those services in all respects subject to this MOU.

ARTICLE 4: ASSOCIATION AND EMPLOYEE RIGHTS

Section 4.1

The City recognizes the employees' rights to self-organization and to be represented by employee organizations of their own choosing as set forth in Chapter 10, Division 4 of the Government Code of the State of California.

Section 4.2

CPOA is entitled to use non-public area bulletin boards on City property for the purpose of posting notices of meetings and other official CPOA business with the understanding that material derogatory to or of the City will not be posted.

Section 4.3

CPOA representatives will be permitted access to work locations to confer with City employee members on matters of employer – employee relationship but not such internal employee organization business as soliciting membership, campaigning for office, and the organization meetings and elections. Such representatives shall not interfere with the efficiency, safety and security of City operations or in any way interfere with work in progress.

Section 4.4

City will provide to CPOA certain meeting space outside normal working hours, provided such space is available. Requests for use of facilities shall be made in advance and approved by the City.

Section 4.5 Personnel Files.

The City's secured personnel files, maintained in the City offices, are not subject to public inspection. Any employee has the right to inspect their own personnel file. An employee has the right, in accordance with law, to respond in writing to anything contained or placed in their own personnel file and any such response(s) shall become part of their personnel file.

ARTICLE 5: UNIT DESCRIPTION

Section 5.1

The following job classifications are represented by the CPOA and are members of this unit:

Job Classifications – Sworn Personnel
Police Sergeant
Police Officer

ARTICLE 6: DUES DEDUCTION

City shall provide payroll deductions of membership dues and legal assistance plan sponsored by CPOA/PORAC, upon the written authorization of employees described in Article 5 above and on forms provided by the City. The provision of such service to CPOA by the City shall be contingent upon and in accordance with the provisions of City ordinances, resolutions, memoranda of understanding, and applicable administrative procedures.

ARTICLE 7: COMPENSATION

Section 7.1 Wages.

Comment [GN1]: Numbers verified by Payroll

A. Effective 051 MayJuly 201408, the monthly base salary ranges for the following classifications shall be:

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<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Police Sergeant	5474340	5748607		60355888	
	6337182	6654494			

Police Officer 4659544 4892772 5137010
 5393264 5663524

B. Effective 01 January 2009, the monthly base salary ranges for the following classifications shall be:

Classification	A	B	C	D	E
Police Sergeant	5420	5691	5976	6275	
	6588				
Police Officer	4613	4843	5086	5340	5607

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Section 7.2 Salary Advancement

Assigned salary ranges normally contain five (5) steps, A through E. Employees move through these salary steps subject to satisfactory performance. Step "A" is an at-will eighteen (18) month probationary position.

Regular employees shall be eligible for step salary advancement consideration as follows:

1. To the "B" rate of the salary step schedule after successful completion of eighteen (18) months at the "A" rate. The date of this increase shall become the employee's salary review date for purposes of eligibility for future merit step increases.
2. To the "C" rate of the salary step schedule after successful completion of one (1) year at the "B" rate.
3. To the "D" rate of the salary step schedule after successful completion of one (1) year at the "C" rate.
4. To the "E" rate of the salary step schedule after successful completion of one (1) year at the "D" rate.

When an employee (except laterals) is hired at a salary rate other than Step "A" of the salary step schedule assigned to the classification, the employee shall be eligible for a step increase eighteen (18) months from the date of employment, and this date shall become the employee's salary review date for purposes of eligibility for future merit increases. Thereafter, the above merit pay procedure shall be followed. Laterals will

remain at a twelve (12) month probation period and be eligible to receive a salary step increase after twelve (12) months of full time services.

Salary advancements are granted for continued meritorious and efficient service, and after continued improvements in assigned tasks, in conjunction with performance appraisal procedures. Recommendations for salary advancement are initiated by immediate supervisors and are then forwarded to the Chief of Police for acceptance. These recommendations are then transmitted to the City Manager for approval.

Salary step advancements are not guaranteed. When an employee is denied a merit step increase, the employee shall be informed of such and the reasons therefore in writing. The employee shall be reconsidered for advancement within six (6) months, and if still denied at that time, may be reconsidered for advancement at any subsequent time recommended by the Chief of Police.

Employees who have received internal promotions, if assigned to a salary step in the new classification salary range offering a minimum five percent (5%) salary increase, shall be eligible for a step increase upon successful completion of twelve (12) months in the new position. If employees are placed on a higher salary step than this, based upon the recommendation of the Chief of Police and approval of the City Manager, they shall be eligible to advance to the next step of the new classification salary range one (1) year from the date of their promotion. This promotion date shall also become the employee's new salary review date for purposes of eligibility for future merit salary increases.

Section 7.3 Uniform Program

The Uniform Program is for sworn personnel only.

The purpose of this Uniform Program is to provide uniforms to those personnel who are required to perform duties that require identifying uniforms. All identifying patches, badges, etc., purchased by the City for an employee must be returned to the City when an employee terminates City employment. To make the program effective, all eligible employees shall be required, as a condition of their employment, to participate in accordance with this policy. All personnel required under the program to wear uniforms must comply with departmental rules and regulations.

A. Sworn Police Personnel

Sworn police personnel shall receive a uniform allowance of nine hundred dollars (\$900.00) per year payable in two equal increments of four hundred fifty dollars

~~(\$450.00) each according to the following payment schedule: at the first pay period of each fiscal year.~~

~~\$450.00 in the first pay period of the fiscal year; and
\$450.00 in the final pay period of the calendar year.~~

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New employees shall receive ~~one~~~~their~~ uniform allowance ~~increment initially~~ upon appointment ~~and~~. ~~u-u~~ Unless the new employee commences employment on the start of a fiscal year, ~~the~~~~is annual~~ uniform allowance ~~for that initial increment~~ shall be pro-rated.

Section 7.4 Deferred Compensation Plan

At least one (1) deferred compensation plan shall be offered by the City and made available to all employees in this unit, which provides for tax-deferred savings and/or a retirement supplement. Employee deposits into such plan(s) shall be made by payroll deduction and at monetary levels of the employee's choice, subject to the maximum(s) allowed according to Internal Revenue Service (IRS) regulations and laws.

Section 7.5 Sick Leave Incentive

Sworn members of the CPOA will be awarded an additional four (4) hours of vacation time for every three (3) consecutive months during which sick leave was not used by the member after one's accrual of two hundred forty (240) hours of sick leave time.

~~Any officer who believes he or she is eligible for the sick leave incentive under the terms of Section 7.5 shall submit a written request with one's payroll time card to Payroll staff in the Finance Department requesting the incentive hours to be awarded. The written request shall specify the beginning and ending dates of the quarter for which the incentive is being sought.~~

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~~Payroll staff will then verify the officer's eligibility by checking the officer's most recent quarter's sick leave usage.~~

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~~If, in fact, the requesting officer is eligible for the incentive, Payroll staff will then credit the requesting officer's earned vacation bank with the appropriate amount of incentive hours. If the requesting officer is ineligible for the incentive due to sick leave usage during the quarter indicated, Payroll staff will so notify the requesting officer accordingly noting the date of sick leave usage(s).~~

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~~A "month" for purposes of sick leave incentive under Section 7.5 begins on the first calendar day of the month and ends on the last calendar day of the month.~~

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Requests for incentive hours pursuant to Section 7.5 must be submitted on or before the end of the third month following the end of the quarter for which the incentive is sought. {For example, if the quarter for which the incentive is sought is for January 1 through March 31, the request for the incentive must be submitted to Payroll on or before June 30.} Any potential incentive hours not timely requested shall be deemed void and eligibility for them waived.

Section 7.6 Educational Incentive Program

The City shall pay an educational incentive for job-related P.O.S.T. certificates obtained by the employee which exceed the normal established job requirements for the classification held by the affected sworn police employee. Eligible employees shall be compensated as follows:

P.O.S.T. Intermediate Certificate	\$1,200/Year	or
P.O.S.T. Advanced Certificate	\$2,160/Year	

The monetary equivalent of this education incentive pay is disbursed to an eligible employee in the form of one's hourly wage basis through the City's bi-weekly pay cycle, pursuant to the federal Fair Labor Standards Act (FLSA)

If an employee qualifies for an incentive in one classification but is assigned to another classification that *requires* the P.O.S.T. certificate presently earned, the employee is no longer eligible to receive the associated incentive pay.

Payment of the incentive shall be subject to the approval of the City Manager. The following criteria will be used to determine an employee's eligibility for and/or continued eligibility in the incentive program:

- A. An employee must have successfully completed his/her probationary period of eighteen (18) months prior to becoming eligible for this educational incentive program.
- B. It will be the responsibility of the immediate supervisor or the Chief of Police to notify the City Manager of an employee's eligibility in this incentive program, using the applicable City Personnel Action Form, and secure the City Manager's approval. Once approved, it will be the responsibility of the immediate supervisor or the Chief of Police to notify the City payroll department, using the applicable City Personnel Action Form with the required approval signatures, at the beginning of the pay period in which the incentive pay will be paid as to the affected employee.

This educational incentive pay is separate and distinct from the base salary compensation for each classification for purpose of calculating salary advancements.

Section 7.7 Special Duty Assignments

A. Field Training Officer (FTO)

City agrees to pay a five percent (5%) premium to employees within the CPOA who are assigned by the Chief of Police to the training of new, full-time, regular employees and Reserves, based on a training plan and schedule approved by the Chief of Police. FTO premium will be paid only for those hours for which the assigned trainer has been actually provided the field training.

It is the intent of this provision that assignments involving training shall not be assigned for less than one (1) work shift.

Section 7.8 Working In A Higher Classification

An employee covered by this MOU who is assigned to work in a position of a higher classification shall be paid an additional five (5) percent of his or her current salary for the time the employee works in the higher classification. Such assignments to a higher classification shall be approved by the Chief of Police and City Manager. This provision does not apply to employees performing higher duties as a result of a written training program.

Salary adjustments under this section shall not be retroactive.

Section 7.9 Shift Differential

Sworn officers regularly assigned to Graveyard Shift shall receive an additional four (4) percent compensation above base pay for hours worked on the Graveyard Shift. Regularly assigned to a Graveyard Shift shall mean a sworn officer who is assigned to work between the hours of 2100 to 0700 for at least four (4) days per week.

Sworn officers regularly assigned to Swing Shift shall receive an additional two and one-half (2.5) percent compensation above base pay for hours worked on a Swing Shift. Regularly assigned to a Swing Shift shall mean a sworn officer who is assigned to work between the hours of 1400 to 2400, or 1700 to 0300 for at least four (4) days per week.

Hours not worked on the officer's regularly assigned shift are compensable at base pay. This provision includes off hours such as paid and unpaid leave.

Both parties acknowledge and agree the current language in the MOU does not adequately or properly address shift differential pay reflecting an assigned shift scheduled for an employee working a 10-hour or 12-hour work period. During the term of this agreement, the City and the CPOA agree to mutually consider and agree upon prospective terms and conditions of this Section for potential revision to address 8-hour, 10-hour and 12-hour work shifts.

ARTICLE 8: MEDICAL, DENTAL, LIFE/ACCIDENTAL DEATH DISMEMBERMENT INSURANCE

Section 8.1 City Contribution To Premiums

The maximum monthly City premium contribution for combined medical, dental, and life/accidental death/dismemberment insurance coverage for sworn personnel shall be paid by the City during the term of this MOU in accord with the following employee subscription enrollment schedules. Every member of this unit is required to be enrolled in and pay for the City's life/accidental death/dismemberment insurance coverage.

A) ~~Effective 01 July 2008, t~~he City's following maximum monthly contribution will be:

~~No Enrollment/Unused Benefit (enrollments after 30 June 2010):~~

~~\$ -0-706.00 per month.~~

~~No Enrollment/Unused Benefit (existing eligible employees): \$ 250.00/mo.~~

~~(Provided proof of similar medical and dental coverage is available to the employee~~

~~and is placed and maintained via another qualified third party insurance provider. Ref. Section 8.2) elicy)~~

~~Employee Only~~

~~\$ 767.5706.00 per month.~~

Comment [GN2]: Number verified by Payroll

~~Employee + 1 Enrolled Dependent~~

~~\$1,355.57159.00 per month.~~

Comment [GN3]: Number verified by Payroll

~~Employee + 2 or more Enrolled Dependents~~

~~\$1,774.77517.00 per month.~~

Comment [GN4]: Number verified by Payroll

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~~B. Effective 01 January 2009, the City's following maximum monthly contribution will be:~~

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~~No Enrollment \$ 250.00 per month.~~

~~(Provided proof of similar medical and dental coverage is available to the employee and placed via another qualified third party insurance policy)~~

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~~Employee Only \$ 706.00 per month.~~

~~For the following two subscription enrollments, on 01 January 2009 the City will pay 100% of the actual premium increase up to and including a 7% increase in the medical plan of the employee's selection, yet subject to the following maximum City contribution per month:~~

~~Employee + 1 Enrolled Dependent \$1,233.00 per month.~~

~~Employee + 2 or more Enrolled Dependents \$1,614.00 per month.~~

Section 8.2 Medical Insurance, Dental Insurance, Life/Accidental
Death/Dismemberment Insurance

The City will contract to provide medical and dental insurance coverage for all full-time regular employees and their enrolled dependents, in addition to the mandatory enrollment in a \$50,000 face amount life insurance policy and the \$50,000 Accidental Death and Dismemberment Insurance coverage for each regular employee. Any premium in excess of the maximum amount contributed by the City as outlined in Section 8.1 above shall be the responsibility of the individual employee, to be paid through City payroll deductions.

~~Employees may elect to decline City-provided medical and/or dental coverage only in cases when the employee is covered under an alternate third party insurance plan. Proof of insurance is required. For employees authorized to decline City-provided medical and/or dental coverage, the City will contribute a monthly amount, up to the maximum monthly premium cap outlined in Section 8.1 above under "No Enrollment", to a City-approved deferred compensation plan or to the employee's Unused Medical Benefit account, at the employee's designated option. Those employees whose monthly expense for their enrolled subscription in City-secured medical and dental insurance is less than the maximum amounts listed in Section 8.1 may only elect to have said monthly difference placed in their City-approved deferred compensation plan or deposited into the employee's Unused Medical Benefit account, at the employee's designated option. Employees (2) who, as of July 2004, were cashing-out the excess premium or using it to make public safety equipment purchases may continue to select these options as long as their enrollment subscription remains the same as it was in July 2004.~~

Employees may elect to decline City-provided medical and/or dental coverage only in cases when the employee is covered under an alternate third party insurance plan. Proof of insurance is required. For employees authorized to decline City-provided medical and/or dental coverage, the City will contribute a monthly amount up to the maximum monthly premium cap outlined in Section 8.1 above under "No Enrollment". The employee may elect to place said "No Enrollment" monies into a City-approved deferred compensation plan, to the employee's Flexible Spending Account (FSA – medical), or may receive the monies as taxable income, each prorated amount disbursed bi-weekly at the employee's designated option and in accord with applicable IRS regulations.

Those employees whose monthly expense for their enrolled subscription in City-secured medical, dental and life insurance is less than the maximum amounts listed in Section 8.1 may also elect to place Unused Benefit residual monies into a City-approved deferred compensation plan, to the employee's Flexible Spending Account (FSA – medical), or may receive the monies as taxable income, each prorated

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amount disbursed bi-weekly at the employee's designated option and in accord with applicable IRS regulations.

In no case shall an employee's Unused Benefit residual payout exceed the maximum of \$250.00 per month.

Section 8.3 Short Term and Long Term Disability Insurance

The City shall provide and pay for short term (STD) and long term disability (LTD) insurance(s) in behalf of each employee of this unit for the purpose of providing contracted levels of continued compensation in the event of an off-duty illness or injury.

ARTICLE 9: RETIREMENT SYSTEM

The City is a member of the California Public Employee's Retirement System, hereinafter referred to as "CalPERS". All regular full and part time employees of this Unit are required to be members of this retirement system.

Section 9.1 Classic Tier I Employees

All regular full-time and regular part-time employees of this Unit hired before 01 July 2010 are considered "Classic Tier I" participating members of CalPERS. Under CalPERS, By contract, the City and eligible employees in this Unit are participating members of the "3% at age 55" Safety Retirement System.

For Classic Tier I eligible employees, The City shall pay the entire required Employer CalPERS rate and share for this Safety Retirement System and any increases in rate thereof during the term of this MOU, as well as cover the cost of administration.

The administration. The City will also pay the current 9% Employee CalPERS rate and share for this Safety Retirement System during the term of this MOU.

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Section 9.2 Classic Tier II Employees

All regular full-time and regular part-time employees of this Unit hired on or after 01 July 2010, plus any new employee of this Unit that was a participating member with an employer enrolled in a CalPERS "Classic" pension system and whom did not experience a break in employment service longer than six (6) months, are each considered City "Classic Tier II" employees and are required to be participating members in CalPERS. The City shall contract with CalPERS and enroll said eligible employees in this hiring category in the CalPERS "2% at age 50" Local Public Safety retirement plan.

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The City shall pay the entire (100%) required Employer CalPERS rate for this Classic Tier II "2% at age 50" Retirement Plan and employee shall pay the entire (100%) required Employee share CalPERS rate. For the purpose of calculating eligible

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retirement pension, the "2% at age 50" Plan shall be the average of the highest three (3) years of eligible compensation paid to the Employee.

Section 9.3 PEPRA Tier III Employees

A Public Employee Pension Reform Act ("PEPRA") or City "Tier III" employee for retirement purposes is any new member of this Unit who becomes a member of CalPERS for the first time on or after 01 January 2013, and who was not a member of another California public retirement system prior to that date, and who is not subject to reciprocity with another California public retirement system. Eligible employees of the City's "Tier III" Retirement Plan are enrolled as members of the Local Public Safety retirement plan of "2.7% at age 57".

Under PEPRA, Unit members of the Tier III Retirement Plan must contribute fifty percent (50%) of the total Normal Cost, as defined and calculated by CalPERS, as the Employee Share.

Section 9.4 Survivor Benefit Program

The City agrees to contract for the CalPERS 1959 Survivor Benefit Program – Fourth Level, and provide the annual employer cost for this contracted retirement benefit. Employees of this unit shall be solely responsible for the employee monthly cost for this added contractual benefit, payable through mandatory City payroll deductions.

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ARTICLE 10: HOLIDAYS AND LEAVES

Section 10.1 City Designated Holidays Leave

The City designates the following Holidays in each calendar year with the closure of City Hall and pedestrian traffic and normal telephone calls to the Clayton Police Station: Employees of this unit shall receive the following eleven (11) days of paid holiday leave each calendar year:

New Year's Day
Lincoln's Birthday
Memorial Day
Labor Day
Thanksgiving Day
Christmas Day

Martin Luther King, Jr. Day
President's Day
Independence Day
Veteran's Day
Friday after Thanksgiving Day

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Section 10.2 Holiday Pay

Members of this Unit whose work assignments requires one to work a City designated Holiday shall receive one's regular pay, and provided that member works at least four (4) hours of that Holiday, that member will be paid eight (8) additional hours of pay for having to work that Holiday during that pay period. A member of this Unit not working any hours of that Holiday during that pay period shall receive zero (\$0) pay for that Holiday. A member of this Unit working less than four (4) hours on a Holiday shall

~~receive one's regular pay for the hours actually worked during that pay period. preclude them from celebrating designated City holidays on the actual calendar day(s) shall be paid for the eleven (11) holidays per year as set forth in Section 10.1.~~

~~Payment of Holiday Pay provides when a pay period includes an actual calendar holiday, or holidays, designated as a City holiday(s), the employee is paid an additional eight (8) hours of pay per holiday, based on the rate of the employee's pay at the time of the holiday. If an employee is scheduled to work the designated holiday and actually works the full holiday shift, said employee receives an additional four (4) hours pay at their rate of compensation.~~

Section 10.3 Personal or "Floating" Leave

In addition to the holidays listed under Section 10.1, all members of this unit shall receive twenty-four (24) hours of Personal Leave for each fiscal year. Said leave hours shall be taken at the employee's discretion, with the consent of the supervisor. If Personal Leave hours are not taken or exhausted by the end of the fiscal year (June 30th), the remaining hours are forfeited.

Section 10.4 Vacation Leave

Permanent, regular employees shall be entitled to annual vacation leave with pay as earned.

- A) Vacation leave credit for ~~an 80-hour biweekly work~~~~a 40-hour work~~ week employee shall be accrued on the following basis, subject to a not-to-exceed accrual cap of eighteen (18) times one's current monthly accrual rate ("the cap"):

1. 6.67 hours per month from the date of initial hire through month 24.
2. 8.00 hours per month from month 25 through month 48.
3. 10.00 hours per month from month 49 through month 96.
4. 13.33 hours per month from month 97 through month 180.
5. 16.67 hours per month from month 181 and beyond.

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An employee having earned an accrued, unused vacation leave hour balance above eighteen (18) times one's current monthly accrual cap as of 24 July 2011 is hereafter ineligible to accrue further vacation leave hours until such time said employee's accrued, unused vacation leave hours balance drops below the eighteen (18) times cap, and thereafter may again accrue further vacation leave hours only to the extent such accrual balance never exceeds the employee's eighteen (18) times applicable cap.

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- B) Vacation leave credit for regular full-time employees working less than ~~an eighty (80) hour biweekly work~~~~forty (40) hour~~ week shall be credited as in paragraph "A" above on a pro-rata basis based on the number of hours worked per week.

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- C. Vacation leave must be used in increments of one-quarter (0.25) hour or more.
- D. Vacation leave may be taken as earned but must be requested in writing as far in advance as possible. Vacation leave scheduling is subject to the approval of the Chief of Police, based on labor deployment requirements.
- E. In the event one or more observed holidays fall within the vacation leave of an employee, such holiday shall not be charged as vacation leave, and the vacation leave may be extended accordingly.

~~F. Upon leaving City employment, the employee will be paid for all accrued, unused vacation leave.~~

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~~F. Upon leave of City employment, an employee will be paid for all accrued, unused vacation leave hours up to and including the maximum cap of eighteen (18) times one's current monthly accrual rate. An employee who earned and thereafter maintained an accrued, unused vacation leave hour balance in excess of eighteen (18) times one's current monthly accrual rate as of 24 July 2011 will be paid for all accrued, unused vacation leave hours upon leave of City employment.~~

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Section 10.6 Sick Leave

Sick leave is earned at the rate of eight (8) hours for each month worked. Maximum accrual will be unlimited. Unused sick leave will not be paid upon separation from City employment.

Sick leave may generally be used for any illness, injury, medical or dental appointment/treatment, or disability (including pregnancy and childbirth) of the employee. Sick leave may also be used for illness or injury of the employee's immediate family; however, absences for family leave purposes in excess of one (1) week (or a cumulative two [2] weeks in any calendar year) must be approved by the City Manager. A physician's report may be required for extended periods of sick leave usage, or if in the determination of the City Manager, the employee exhibits greater than average, or unusual patterns or circumstances in the use of sick leave.

Up to three (3) days of sick leave may be used to attend funerals of close family members, with the approval of the City Manager.

Members of this unit are entitled to certain disability benefits as defined by state law, and may not therefore use sick leave for on-the-job injuries or illnesses. Further, any unused sick leave shall not extend the retirement date of an employee who has been granted a disability retirement, notwithstanding the provisions of CA Government Code Section 21025.2

Employees may use accrued sick leave for non work-related disabilities up to the effective or commencement date of short-term or long-term disability benefits.

Employees unable to return to work within six (6) months of the date of disability (non work-related) may be separated from City employment, unless an extension is approved by the City Manager, and except as otherwise restricted by state law.

Up to twenty-four (24) hours of accrued paid sick leave may be used as Bereavement Leave per occasion to attend the funeral of a close family member, with approval of the City Manager.

~~Section 10.7 Potential Use of Accrued Sick Leave for Payment of Retired Employee Health Insurance Premiums~~

~~During the term of this MOU, the City and the CPOA agree to mutually consider and work together on prospective terms and conditions for a retired employee's use of accrued sick leave for payment of a retiree's health insurance coverage (until determined value is exhausted) for a member of this unit that has retired from the City's employment on or after 01 July 2008.~~

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ARTICLE 11: HOURS OF WORK, WORK PERIODS AND PAY PERIODS

Section 11.1 Standard Work Assignment

The standard work assignment shall be eighty (80) hours in a two week pay period.

Section 11.2 Shifts

Regular shifts consist of 8, 10, or 12 hours of work per day, as assigned. Paid work time begins at the start of a shift (e.g. a 6am to 6pm shift begins at 6:00am). Each employee assigned to a shift must have completed changing his or her clothes (uniform, boots, vest, and belt, etc.) and be able and ready to begin work by the beginning of the shift). Each time an assigned work shift schedule is established or altered for members of this unit, the Chief of Police is responsible to so inform the Payroll/Finance Department accordingly, pursuant to the federal Fair Labor Standards Act.

Section 11.3 Pay Periods

The pay period for all employees shall be bi-weekly. The pay period is from 12:00 a.m. Monday through 12:00 midnight Sunday. There are twenty-six (26) pay periods in a fiscal year from July 1st through June 30th. Time sheets are due to Payroll at the start of the day work shift the Monday following the close of the pay period on Sunday. City pay

checks are available and distributed on the Wednesday following the close of a pay period.

Note: From time to time, Payroll deadlines for submittal of time sheets and actual pay day may be altered due to designated City holidays. Payroll will notify all employees in advance when these circumstances arise. The time sheet deadline may be adjusted as needed to meet City payroll deadlines. Employees required to estimate hours worked due to an early time sheet deadline shall do so based on an employee's normally-assigned work schedule.

ARTICLE 12: OVERTIME

Section 12.1 Regular Overtime

The City will compensate eligible regular employees for each one-quarter hour (0.25) of overtime worked at a rate of one and one-half times (1.5) the employee's base hourly rate including applicable FLSA-required compensation. Overtime is defined as hours worked in excess of eighty (80) hours per pay period, or hours worked in excess of a regularly scheduled shift. Employees working partial or reduced shifts will not be eligible for overtime until the hours worked exceed the regular shift hours noted in Section 11.2. Authorization of the employee's supervisor must be obtained prior to the working of overtime hours, except in emergency situations. Compensation for overtime shall be in the form of cash payment, or if requested by the employee and approved by the Chief of Police, in the form of compensatory time off (CTO) that shall also accrue at the rate of one and one-half (1.5) times the actual overtime hours worked.

For purposes of overtime and compensatory time calculations, all paid leave shall be considered as hours worked.

Section 12.2 Compensatory Time Off

A maximum of one hundred fifty (150) hours of compensatory time off (CTO) may be accrued by each employee, except when approved by the City Manager for a recognized or specific operational need or situation. Whenever possible and in the discretion of the immediate supervisor or Chief of Police, overtime shall be compensated with compensatory time off. Compensatory time off may be used by written request of the employee filed three (3) days in advance with the appropriate supervisor or the Chief of Police. Management will make every effort to comply with time off requests of the employee and shall not arbitrarily assign employees to compensatory time off. Upon leaving City employment, the employee will be paid for all accrued, unused compensatory time.

Section 12.3 Call-Out Pay

In the event an employee is called out for emergency duty, the employee will receive compensation at a rate of one and one-half (1.5) times the employee's regularly hourly rate. When an employee is called to duty more than forty-five (45) minutes prior to one's normal work shift, or is called back to duty after leaving work following a normal work shift, the employee will be compensated a minimum of three (3) hours of overtime pay.

Call-out time shall be defined as time worked by the employee, in excess of forty (40) hours per week, which time is not an extension of the normal work day or for which the employee has not been notified at least twenty-four (24) hours in advance. Call-out shall occur only when there has been a break in work service, i.e., the employee has left work for the day and is required to return to duty. In addition, weekend work for which the employee has been notified at least twenty-four (24) hours in advance shall not be considered call-out time. Attendance at regularly-scheduled meetings held after normal working hours that are recognized as part of the job duties of an individual employee shall not be recognized a call-out time.

Section 12.4 Court Time and Appearances

- A. Sworn employees of this unit shall receive overtime pay for each hour they are required to, as a direct result of their City employment, and actually appear in court during their off-duty hours, yet said pay shall not be less than four (4) hours of overtime, except as provided below.
- B. Sworn employees shall receive regular compensation (straight time) for appearing in court during their regular work hours when such appearance is a direct result of their City employment.
- C. Sworn employees shall receive overtime pay only for each hour they actually appear in court, as a direct result of their City employment, while off-duty but within four (4) hours prior to the start of their work shift, yet shall not receive the guaranteed minimum of four (4) hours overtime as provided in "A" above.
- D. Sworn employees required to appear in court commencing at a time less than one-half ($\frac{1}{2}$) hour following the end of his/her shift regardless of the length of the work shift, and said appearance is due to the employee's City employment, shall be paid overtime only for the time he/she actually appears in court, and shall not be paid the guaranteed four (4) hours minimum of overtime as provided in "A" above.
- E. Sworn employees required to present criminal cases in person to the local district attorney's office during regularly-scheduled time off shall receive overtime pay as provided for in Section 12.4 above. The administrative sergeant responsible for assigning the filing of such criminal cases shall first endeavor to require such

assignments to be conducted by sworn employees during one's work shift, and shall only make such assignments to off-duty personnel when no other reasonable alternative exists.

ARTICLE 13: RESIDENCY REQUIREMENT

Each member of this unit shall maintain their principal residence at all times within a fifty (50)-mile radius of the City of Clayton Police Department headquarters.

Upon recommendation from the Chief of Police, the City Manager may grant exception to this residency requirement when special circumstances or hardships warrant, and may condition such exception as the City Manager deems appropriate and consistent with the purpose of this requirement to insure rapid public safety response time to emergency and disaster situations within the city.

ARTICLE 14: CLASSIFICATION AND COMPENSATION PLANS

Each position with the City shall be allocated to its appropriate classification on the basis of assigned job duties and responsibilities such that the same qualifications may be reasonably required for and the same schedule of pay may be equitably applied to all positions in the same classification. Positions may, from time to time, be reclassified on the basis of changes in or re-evaluation of the duties and responsibilities of the positions.

ARTICLE 15: LAYOFF PROCEDURE

Section 15.1 Purpose

The purpose of this section is to provide a fair and equitable basis for the reduction of personnel when this action becomes necessary in a department comprised of members of this unit or in the total work force of the City. In such circumstances, the City will

make every effort to assist those employees who may be subject to layoff due to lack of work or a similarly compelling reason. Assistance will be made available through utilizing existing vacancies elsewhere in the department or work force, if any, to the fullest extent possible to relocate affected employees. In addition, contact will be made with other employees to refer those employees who are unable to be placed in other City vacancies.

Section 15.2 Causes

The Chief of Police may layoff an employee in the classified service because of shortage of work or budgeted funds. In addition, for the interest of economy or because the necessity for the position or employment involved no longer exists, the City Manager may request, and the City Council may concur, to abolish any position or employment in the classified service and discharge, transfer or demote the employee or officer holding such position or employment.

Section 15.3 Procedure

- A. When a reduction in personnel is anticipated, the Personnel Officer or his/her designee shall notify the CPOA in writing forty-five (45) calendar days before the effective date of the layoff with the reasons thereof.
- B. The Personnel Officer, or his/her designee, shall determine what openings exist in the same classification in other departments so the affected employee(s) may be considered for transfer or relocation. The employee(s) may be considered for transfer or relocation into a lower classification, where practicable, prior to affecting layoff.
- C. If transfer or demotion is not practicable, the affected employee, upon layoff, shall be placed on the appropriate re-employment list as provided for by this Section.
- D. Provisional employees of the affected classification(s) shall be laid off prior to the layoff of a probationary or permanent employee.
- E. Probationary employees in the affected classification(s) shall be laid off prior to the layoff of a permanent employee.
- F. Permanent employees shall be designated for layoff based on an evaluation of all employees in the same classification. Such evaluation will include work assignment, certification, education and seniority.
- G. The names of probationary and permanent employees who have been laid off shall be placed upon re-employment lists for classification(s) which, in the opinion of the Personnel Officer, require basically the same qualifications, duties and responsibilities of the classification(s) from which the layoff was made. Re-employment lists will be maintained and valid for a period of one (1) year following the effective date of that layoff.

- H. In filling vacancies, eligible individuals on the re-employment lists take precedence over eligible individuals on any other list for the same classification.

ARTICLE 16: DISCIPLINARY PROCESS

A Letter of Reprimand is not a disciplinary matter subject to an appeal process by the affected employee provided the Chief of Police approves in writing the Reprimand without the affected employee's right to any hearing before the Chief. A Letter of Reprimand shall stay in the affected employee's personnel file to be purged following twelve (12) consecutive months of non-repetitive behavior or incident. The initial Reprimand issue shall not be incorporated into the affected employee's performance evaluation provided there is non-repetitive behavior or incident within the subsequent twelve (12) month time period following the Reprimand.

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After the process has progressed from the investigation, recommendation for discipline, the Skelly hearing, and the City Manager's decision to impose the discipline, the next step to the appeal process is non-binding arbitration.

Any side can appeal the arbiter's ruling, but only as to the issues raised in the arbitration.

Final appeal will be to the City Council.

ARTICLE 17: GRIEVANCE PROCEDURE

Section 17.1 Definition

A grievance is any dispute between the City and employee or employees or recognized employee organization with respect to the meaning, interpretation, application or enforcement of the Personnel System Rules and Regulations or the Memorandum of Understanding (MOU).

Section 17.2

It is the intent of the City to anticipate and diminish causes of grievances and to settle any which arise informally at the lowest practicable level of supervision, and as fairly and promptly as possible. To accomplish this, there are time limits between the initiation of a grievance and its occurrence, between steps of the grievance procedure, and the time in which each answer must be given. Any grievance, whether initiated by the employee or the City, is subject to the time limits set herein. Failure to pursue or conduct a grievance within these time limits shall constitute said grievance to have been

settled on the basis of the last timely demand or answer. The time limit set forth can only be extended by written agreement of both parties.

At each step of the grievance procedure, the City shall make available any record relied upon to sustain the action which gave rise to the grievance and any other information necessary and pertinent to the processing of the grievance.

Exception: Any materials which in the City Manager's discretion must, in the public or City's interest, remain confidential or which is intimate and private to the grieving employee.

Section 17.3

Any employee in the merit system shall have the right to use the grievance procedure free from restraint, discrimination, pressure or reprisal from any other employee, supervisor, department head, or representative of recognized employee organizations.

Employee shall have the right to present grievances individually or through his/her recognized employee organization. Employee shall have the right to withdraw the grievance at any step in the procedure. Employee shall have the right to designate a representative of a recognized employee organization at the second step, or any succeeding step, of this grievance procedure. If the employee is represented by a representative of a recognized employee organization, the employee filing the grievance shall also be present during the discussion at all steps of the grievance procedure.

Section 17.4

Grievances will be processed in the following manner and within the stated time limits:

A. Step No. 1

When an employee has a grievance, he/she shall, within ten (10) working days following the occurrence of the event or the discovery of the event on which the grievance is based, prepare in writing a complete description of the grievance and submit the grievance to his/her immediate supervisor. The employee and supervisor shall discuss the matter in private. Should the substance of the grievance by the employee be connected with actions of the immediate supervisor and/or Chief of Police, said grievance shall be filed with the Personnel Officer.

The supervisor, Chief of Police, and/or Personnel Officer shall make a thorough investigation of the reported grievance and render his/her/their decision within three (3) working days. The decision shall be made in writing to the aggrieved employee.

Most grievances should be solved at the employee – supervisor level.

B. Step No. 2

If the employee is not satisfied with the decision of his/her supervisor, Chief of Police, and/or Personnel Officer in Step No. 1 above, he/she has the right to appeal the decision to the next higher level of supervision. The aggrieved employee, either individually or by instructing the chosen representative of the recognized employee organization, must prepare a written appeal or must file said appeal within ten (10) working days after the applicable decision is rendered to the next level of supervision.

At this Step of the grievance procedure, the supervisor or employee, individually or through his/her designated recognized employee organization representative, shall have the opportunity to provide evidence from witnesses. In this Step, the management person receiving the appeal shall make a thorough investigation of the reported grievance and shall render his/her decision in writing within five (5) working days of concluding the investigation, but not longer than fifteen (15) working days from the receipt of the appeal.

C. Step No. 3

If the aggrieved employee is not satisfied with the decision made on his/her appeal at the level of management specified in Step No. 2, he/she has the right of appeal to the City Manager. The aggrieved employee, either individually or by instructing his/her chosen representative from a recognized employee organization, shall submit in writing an appeal to the City Manager within ten (10) working days of the date of the decision rendered by the management person in Step No. 2.

The written appeal shall include a detailed statement of the grievance. The City Manager shall arrange a prompt hearing of the grievance. Following the close of the hearing before the City Manager, the City Manager shall make a thorough investigation of the reported grievance and render his decision in writing to the aggrieved employee within five (5) working days after the close of the hearing. The City Council is given a copy of the City Manager's decision, and the City may initiate its own grievances at this step of the grievance procedure.

D. Step No. 4

If the aggrieved employee, or City, is not satisfied with the decision of the City Manager in Step No. 3, and wish to appeal the decision, the aggrieved employee, either individually or by instructing his/her designated representative of a recognized employee organization, can appeal the decision in writing to the Personnel Board (City Council) within ten (10) days of the City Manager's decision.

Decisions of the Personnel Board (City Council) pursuant to this grievance procedure will be final and binding.

ARTICLE 18: JOINT LABOR/MANAGEMENT SAFETY COMMITTEE

Section 18.1

The City shall attempt to provide a safe and healthy work place for all City employees. The CPOA supports the creation of a safe working environment.

Section 18.2

The City will establish and maintain an Employee Safety Committee. Not less than two (2) members of the committee shall be appointed from the Clayton Police Department, one (1) of which shall be named by the CPOA.

Section 18.3

Employees required to attend mandatory safety meetings will be compensated according to the provisions of this MOU.

ARTICLE 19: SCOPE OF AGREEMENT

Except as otherwise specifically provided herein, this MOU fully and completely incorporates the understanding of the parties hereto and constitutes the sole and entire agreement between the parties on any and all matters subject to meeting and conferring laws. Neither party shall, during the term of this MOU, demand any change therein nor shall either party be required to negotiate with respect to any other matter, provided that nothing herein shall prohibit the parties from changing the terms and conditions of this MOU by mutual consent and agreement.

ARTICLE 20: TERM

Except as indicated herein, this MOU shall be effective commencing ~~054~~ May ~~July~~ 2014~~08~~ and continue through ~~304~~ May ~~June~~ 2015~~09~~.

IN WITNESS THEREOF, this MOU is entered into by the following authorized representatives this 20th day of ~~May~~ June 20~~14~~08 pursuant to the provisions of CA Government Code Section 3500, et. seq. for presentation to and adoption by the City Council of Clayton, California.

CLAYTON POLICE OFFICERS ASSOCIATION (CPOA)

By: _____
| Allen White, CPOA President

By: _____
| Rich Enea, II, CPOA Vice President

By: _____
| Bud Stone, CPOA Labor Consultant

CITY OF CLAYTON, CA (CITY)

By: _____
| Gary Napper, City Manager

#

Agenda Date: 6-3-2014

Agenda Item: 3d



Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: Laura Hoffmeister, Assistant to the City Manager

DATE: June 3, 2014

SUBJECT: Acceptance of Resignation from Trails and Landscape Committee Member Don Fitzgerald.

RECOMMENDATION

Accept with regrets the resignation of Don Fitzgerald from the Trails and Landscape Committee and thank him for his service.

BACKGROUND

On May 22, 2014 staff received an email communication from Don Fitzgerald that, effective immediately, he would no longer be able to continue on the TLC due to unexpected health reasons which will require a longer recovery period. His term is up in December of 2014 along with three other TLC members, there are currently 10 members on the maximum 11 member Committee. The Committee has just two planned meetings prior to December. The four seats with terms through December 2014 would be recruited and advertised this November by the City Clerk.

Agenda Date: 6-3-2014

Agenda Item: 4a

TIFFANY HOANG

for

"Doing the Right Thing"

at

Mt. Diablo Elementary School
by exemplifying great "Courage"
May, June and July 2014

DYLAN SARNA
for
"Doing the Right Thing"
at
Mt. Diablo Elementary School
by exemplifying great "Courage"
May, June and July 2014



Agenda Date: 6-3-2014

Agenda Item: 7a

Approved:

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CHARLIE MULLEN, COMMUNITY DEVELOPMENT DIRECTOR *CM*

DATE: JUNE 3, 2014

SUBJECT: PUBLIC HEARING TO CONSIDER THE DRAFT 2015-2023 HOUSING ELEMENT UPDATE (GPA-02-13).

RECOMMENDATION

Staff recommends the City Council receive and consider the staff report and consultant presentation on the draft 2015-2023 Housing Element update, receive and consider any public comment, and if determined to be appropriate direct staff to submit the draft 2015-2023 Housing Element update to the California Department of Housing and Community Development (HCD) for review.

BACKGROUND

State law recognizes the vital role local governments play in facilitating the supply and affordability of housing. Each local government in California is required to adopt a comprehensive, long-term General Plan for the physical development of the city or county. The Housing Element is one of the seven mandated elements of the local General Plan. The Clayton General Plan comprises eight elements: Land Use, Circulation, Housing, Community Design, Open Space/Conservation, Safety, Noise, Community Facilities and Growth Management. All of the goals, policies, and programs contained in these elements are consistent with this Housing Element. The City will continue to review the General Plan for internal consistency as amendments are proposed and adopted.

State law requires that local governments identify and plan for the existing and projected housing needs of all economic segments of the community in their Housing Elements. The law acknowledges that, in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems that provide opportunities for, and do not unduly constrain, housing development. Housing policy in the State rests largely upon the effective implementation of local General Plans and, in particular, local Housing Elements.

State law lists specific timetables in regard to the schedule for updating local Housing Elements. In the previous Housing Elements cycles, the updates were required to occur every five (5) years to address and respond to Regional Housing Needs, site inventory, housing constraints and any new provisions in State Law. For this current Housing Element update cycle, the State has changed the update cycle period to allow up to eight (8) years, from January 31, 2015 to January 31, 2023, provided the document is reviewed and certified by HCD.

State law requires that local governments “make a diligent effort to achieve public participation of all economic segments of the community in the development of the Housing Element.” To satisfy this requirement, the City is conducting a series of community meetings and public hearings to receive community input regarding housing needs and policy direction in the City of Clayton.

The City kicked off the public participation process with a joint Public Workshop before the City Council and Planning Commission on November 5, 2013. City staff and the City’s Housing Element consultant, Pacific Municipal Consultants (PMC) made a presentation that included an overview of the update process and schedule, a description of the required components, and initial findings from the needs assessment. The comments received at the meeting included general questions and comments regarding the Housing Element process, which were addressed at the meeting. There were no comments from the public provided at this workshop (see attached meeting minutes).

On May 13, 2014, the Planning Commission conducted a public hearing on the draft 2015-2023 Housing Element update and with minor suggestions recommends the City Council direct staff to submit the draft 2015-2023 Housing Element update to HCD for review (see attached meeting minutes). No members of the public spoke on the matter. The Planning Commission recommends the City Council take the following suggestions under consideration:

- In Table 45 on Page 62, the use of the word “surplus” seemed misleading and should be removed or replaced with a different word.
- It should be emphasized in the update that the State did away with the Redevelopment Agency.
- In Table 46 on Page 63 as well as in the following narrative, the word “planned” should be replaced with the word “proposed”.

DISCUSSION

This staff report, along with the meeting presentation and public hearing are a continuation of the public participation process for Clayton’s 2015-2023 Housing Element update. The Housing Element update picks up and takes off where the current 2009-2014 Housing Element ends. The Housing Element update consists of the following chapters/sections:

- Section 1.0 provides an introduction and overview of the Housing Element process.

June 3, 2014

- Section 2.0 provides a housing needs assessment, with a description and analysis of Clayton's population and household characteristics, employment and economic trends, housing stock, and existing and future housing needs.
- Section 3.0 examines opportunities and resources for residential energy conservation.
- Section 4.0 describes potential governmental and non-governmental constraints to the production of affordable housing.
- Section 5.0 provides an overview of existing financial and programmatic resources available to assist in housing production and improve affordability, as well as an inventory of existing affordable housing developments and properties.
- Section 6.0 analyzes land available for residential development and demonstrates the City's capacity to meet its Regional Housing Needs Allocation (RHNA).
- Section 7.0 reviews the implementation status, effectiveness, and continued appropriateness of implementation measures from the City's 2009-2014 Housing Element.
- Section 8.0 establishes goals, policies, implementation measures, and quantified objectives for the 2015-2023 Housing Element planning period. Following the housing goals, policies, and implementation measures section is a table that outlines quantified objectives for the 2015-2023 planning period.

Regional Housing Needs Allocation

Much of the specific detail, data, and resultant goals, policies, implementation measures stem from the RHNA numbers are discussed in Section 6.0 of the Housing Element. State law requires that HCD project statewide housing needs and allocate the anticipated need to regions throughout the state. For the Bay Area, HCD provides the regional need to the Association of Bay Area Governments (ABAG), which then distributes the RHNA to the cities and counties within the ABAG region. ABAG allocates housing production goals for cities and counties based on their projected share of the region's household growth, the state of the local housing market and vacancies, and the jurisdiction's housing replacement needs.

Projected housing needs in the RHNA are described by income categories as established by HCD: very low, low, moderate, and above moderate. Additionally, recent state legislation requires jurisdictions to project housing needs for extremely low-income households, which is assumed to be half of the very low-income allocation (see next report section for more detail on household income).

Clayton's share of the 2014-2022 RHNA is 141 units. As shown in the table below (Table 44 excerpt from the Housing Element) the RHNA includes 25 extremely low-income units, 26 very low-income units, 25 low-income units, 31 moderate-income units, and 34 above moderate-income units. Clayton's RHNA represents less than one percent of the total Contra Costa County RHNA of 20,630 units.

City of Clayton Regional Housing Needs Allocation, 2014-2022

Income Category	ABAG Need Determination	Percentage of Total
Extremely Low	25	18%
Very Low	26	18%
Low	25	18%
Moderate	31	22%
Above Moderate	34	24%
Total Units	141	100%

Capacity to Accommodate the RHNA

As detailed in Section 6.2 Adequate Sites Inventory and summarized in the table below (Table 45 excerpt from the Housing Element), Clayton has capacity in planned or approved projects and adequate land zoned at densities appropriate to meet the 2014–2022 RHNA for all income categories. Projects already approved or planned can accommodate 74 units, vacant residential sites can accommodate 77 units, and underutilized sites can accommodate 126 units. Identified sites have realistic capacity for a total of 277 units, 151 of which may be appropriate for lower-income households.

As stated in Implementation Measure I.1.1, the City will continue to track and monitor the inventory of available sites throughout the planning period to ensure that adequate sites remain available to accommodate the City's RHNA.

City of Clayton Capacity to Accommodate the 2014–2022 RHNA

Income Category	RHNA	Planned/ Approved	Vacant Land	Underdeveloped Sites	Remaining Need (Surplus)
Extremely Low	25	8	57	86	(75)
Very Low	26				
Low	25				
Moderate	31	66	20	40	(61)
Above Moderate	34				
Total Units	141	74	77	126	(136)

Household Income

Each year, HCD publishes median income amounts and State Income Limits for five categories of household income for each county in the state. The 2014 State Income Limits were released on February 28, 2014, and provide income limits based on income category and household size. As shown in the table below (Table 16 excerpt from the Housing Element) the income range (based on a percentage of the area median income for Contra Costa County in 2014 of \$93,500) and annual income amount for a four-person household range from \$28,020 or less for extremely low-income households to more than \$112,200 for above moderate income households.

Contra Costa County Income Categories, 2014

Income Category	Percentage of Median Income	Annual Household Income*
Extremely Low	≤30%	\$28,050 or less
Very Low	31%–50%	\$28,051–\$46,750
Low	51%–80%	\$46,751–\$67,600
Moderate	81%–120%	\$67,601–\$112,200
Above Moderate	>120%	More than \$112,200

Existing Housing Element Accomplishments

Clayton has made significant progress toward achieving one-time and ongoing goals set forth in the existing Housing Element, which was adopted by the City and certified by HCD in 2010. The following is a summary list of the existing Housing Element implementation actions completed, from 2010 through 2014:

- Established the Multi-Family High Density General Plan land use designation, re-designated and rezoned several sites, and amended Planned Development District regulations (I.1.1)
- Established regulations for manufactured homes, consistent with State law (I.3.1)
- Prepared and distributed a Development Handbook (I.5.2)
- Established regulations and a Zone for emergency shelters (II.1.1)
- Established regulations and a Zone for transitional and supportive housing (II.1.2)
- Established regulations and a Zone for single-room occupancy (SRO) units (II.1.3)
- Modified zoning to require a Use Permit for single-family homes in multi-family districts (II.2.1)
- Revised the City's definition of "family" (IV.1.2)
- Adopted a reasonable accommodations ordinance (IV.3.1)

New Implementation Actions Added

The following is a summary list of implementation actions proposed to be added to the 2015-2023 Housing Element:

- Monitor the residential land inventory and maintain adequate sites (I.1.1)
- Establish zoning regulations for employee housing for six (6) or fewer persons (II.1.2)
- Explore financing and programs for home efficiency improvements (V.1.3)

Housing Element Update Schedule

The draft 2015-2023 Housing Element update for the City of Clayton is on track to meet the State recommended adoption schedule per the following table:

City of Clayton 2015-2023 Housing Element Update Schedule

November 5, 2013	Joint Planning Commission/City Council Workshop
May 13, 2014	Planning Commission Public Hearing
June 3, 2014	City Council Public Hearing
June–August, 2014	HCD review (up to 60 days)
September/October, 2014	Planning Commission and City Council Adoption hearings
October 2014 –January 2015	Final HCD review (up to 90 days)
January 2015	HCD Certified Housing Element

FISCAL IMPACT

On May 21, 2013, the City Council authorized the City Manager to enter into a Consulting Services Agreement with Pacific Municipal Consultants (PMC) for the preparation of the update of the City of Clayton's 2015-2023 Housing Element. The cost of the PMC service proposal is \$32,180, and includes a 10% contingency of \$3,218, for a not to exceed contract amount of \$35,398. The City Council authorized an allocation of \$35,398 from the CIP Interest Earnings Fund Account (303-5601-00) to pay for this State mandated Housing Element Update.

ATTACHMENTS

1. Minutes from Joint City Council/Planning Commission Workshop of 11/5/13
2. Draft Minutes from Planning Commission meeting of 5/13/14
3. PMC's PowerPoint Presentation for the draft 2015-2023 Housing Element update, for 6/3/14 meeting.
4. Draft 2015-2023 Housing Element update, dated April 18, 2014 (the entire document is also available on City's website [http://ci.clayton.ca.us/?page_id=150], and a complete copy was previously transmitted to the City Council).

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

TUESDAY, November 5, 2013

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 5:33 p.m. by Mayor Pierce in Hoyer Hall of the Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Pierce, Vice Mayor Stratford Councilmembers Diaz, Geller, and Shuey (arrived at 6:38 p.m.). Staff present: Assistant to the City Manager Laura Hoffmeister, City Attorney Mala Subramanian, Community Development Director Charlie Mullen, and City Clerk Laci Kolc.
2. **PLEDGE OF ALLEGIANCE** – led by Mayor Pierce.
3. **PUBLIC COMMENTS**- None.
4. **PUBLIC WORKSHOP**
 - (a) Joint Study Session to discuss and provide general instructions to staff and its consultant on the City's Housing Element Update, as required by State law.
(Community Development Director & Jennifer Gastelum, Project Manager, PMC)

The Community Development Director stated this is the kick-off workshop for the Housing Element Update. He introduced the consultant team from Pacific Municipal Consultants (PMC), Jennifer Gastelum and Kim Opsfeld. He stated in May 2013 PMC competitively won the contract to be the consultant for the Housing Element update. He stated this cycle is eight years from 2014-2022. He noted the eight year cycle should reduce the impact on staffing and the cost associated with this process. He noted PMC and Ms. Gastelum were the consultants on the City's previous Certified Housing Element Update.

Ms. Gastelum stated this cycle is a minor technical update for the City. She stated this process provides for the implementation of the Regional Housing Needs Assessment (RHNA) numbers assigned by ABAG for the next eight years. She stated the Housing Element is one of the elements of the General Plan and it is important the City has an Certified Housing Element to be able to access state and local funding.

She stated there are new laws that must be implemented in this process (SB 812, SB 375, SB 2 (2007), AB 2634, and AB 2511) to facilitate housing for persons with disabilities, emergency shelters, and very low income households.

She stated the goal is a streamlined approach based on the work done during the implementation of the last Housing Element. She noted staff will be modifying the language of the PD Districts to identify standards for density. She stated once that happens the City can move forward and streamline the process with HCD.

Ms. Opsfeld provided an overview of the Housing Needs Assessment and stated it was difficult to find market homes at "affordable" prices in the City limits. She also noted the rental listing price information may be skewed because there are very few rentals in the community.

Ms. Gastelum stated staff and PMC are working on a draft which will be presented to the Planning Commission in February 2014 and should be completed well before the deadline for HCD.

Councilmember Geller offered to help PMC get information from local property managers to provide more accurate information.

Mayor Pierce stated she would like to see a new picture for the front cover of the report.

Planning Commissioner Dan Richardson stated it was nice to see the City has moved so many initiatives forward since the last Housing Element cycle.

Planning Commissioner Sandy Johnson stated there doesn't seem like there is much more work to do given all of the previous efforts. Ms. Gastelum stated indeed this a minor technical update.

Ms. Gastelum stated staff would eventually identify land inventory and change the default development standards for the PD zoned districts to meet HCD's requirements.

Mayor Pierce asked if the intention to have categories of planned development yet satisfy HCD's requirement? Ms. Gastelum stated that is the intention.

No public comments were received and no action was taken.

The Council recessed at 6:10 p.m.

Mayor Pierce reconvened the Council Meeting at 7:00 p.m.

5. **PLEDGE OF ALLEGIANCE** – Mayor Pierce asked the students being recognized for the "Do The Right Thing" campaign to lead the pledge.
6. **CONSENT CALENDAR**- It was moved by Councilmember Diaz, seconded by Councilmember Geller, to approve the Consent Calendar as submitted (Passed; 5-0).
 - (a) Approved the minutes of the regular meetings of October 1 and October 15, 2013, and the special meeting of November 27, 2012.
 - (b) Approved Financial Demands and Obligations of the City.
 - (c) Adopted Resolution 34-2013 approving the 3rd Amendment to the Stormwater Utility Area Agreement between the Contra Costa County Flood Control and Water Conservation District and the City of Clayton.
 - (d) Adopted Resolution 35-2013 approving a one (1) year Memorandum of Agreement with the City's Miscellaneous Employees Unit effective 01 July 2013.
 - (e) Approved a multi-year lease with Konica Minolta Business Systems for replacement of the existing City Hall copier machine.
 - (f) Approved authorization for City application to the County Board of Supervisors for \$29,000 in County Park Dedication Funds to replace three (3) sport scoreboards at Clayton Community Park, and allocate \$7,500 in Deferred Maintenance funds.
7. **RECOGNITIONS AND PRESENTATIONS**
 - (a) Certificates of Recognition to "Do The Right Thing" public school students chosen for exemplifying the character trait of "Respect".

Mayor Pierce and Mt. Diablo Elementary School teachers Ms. Howard and Ms. Mori recognized students Kaden Rose and Sophia Carcamo.

**Excerpt
Draft Minutes
Clayton Planning Commission Meeting
Tuesday, May 13, 2014**

1. CALL TO ORDER, ROLL CALL, PLEDGE TO THE FLAG

Chair Manning called the meeting to order at 7:00 p.m. at Hoyer Hall, 6125 Clayton Road, Clayton.

Present: Chair Gregg Manning
Vice Chair Dan Richardson
Commissioner David Bruzzone
Commissioner Keith Haydon
Commissioner Sandra Johnson

Absent: None

Staff: Community Development Director Charlie Mullen
Assistant Planner Milan Sikela, Jr.

5. PUBLIC HEARINGS

- 5.a. **GPA-02-13, City of Clayton, General Plan Housing Element Update.** Public hearing to consider the draft 2015-2023 Housing Element update for the City of Clayton. Pursuant to California Environmental Quality Act (CEQA) Guidelines, Section 15063, an Initial Study will be prepared to determine if the document may have a significant effect on the environment. It is anticipated that an Initial Study with a Negative Declaration (IS/ND) will be prepared. The IS/ND will be noticed and made available for public hearing consideration at a future meeting date concurrent with the final City of Clayton 2015-2023 Housing Element update document.

Community Development Director Mullen described the item, provided a brief overview, and introduced Jennifer Gastelum from Pacific Municipal Consultants (PMC) as the City's consultant working on the Housing Element update.

Consultant Jennifer Gastelum made a Power Point presentation of the Housing Element update.

Commissioner Haydon asked does the overview of the Housing Element update accompany the actual report or is the overview for our use. Ms. Gastelum indicated that the overview was merely intended as a quick snapshot to assist the Commission in its understanding of the update.

Commissioner Haydon suggested the following:

- In Table 45 on Page 62, the use of the word "surplus" seemed misleading and should be removed or replaced with a different word.
- It should be emphasized in the update that the State did away with the Redevelopment Agency.
- In Table 46 on Page 63 as well as in the following narrative, the word "planned" should be replaced with the word "proposed".

Commissioner Johnson indicated that a comment was made at the joint City Council/Planning Commission Housing Element update workshop on November 5, 2013 that the cover of the document should be changed. Director Mullen indicated that several photograph options will be presented at future meetings for the cover of the Housing Element update.

Commissioner Bruzzone asked does the reference to the City maintaining an inventory of available sites in Implementation Measure I.1.1 on Page 91 mean that City staff will maintain and monitor a site inventory to ensure that adequate sites are available to meet the City's Regional Housing Needs Allocation? Ms. Gastelum indicated yes, City staff will need to monitor in order to ensure compliance with the commitments in the Housing Element.

Vice Chair Richardson also indicated that City staff will need to monitor opportunity sites. Director Mullen confirmed that was correct.

Chair Manning indicated that the City has been creative and flexible in establishing the higher density sites. He expressed concern that, although the State will never run out of impositions, the City will eventually run out of land to accommodate enough opportunity sites.

Commissioner Haydon indicated that the document confirms the City's desire to encourage developers to fulfill affordable housing unit opportunities.

By consensus, the Commission indicated that they were pleased with the Housing Element update document which was well-written, fascinating, and very informative.

Vice Chair Richardson moved and Commissioner Haydon seconded a motion to recommend City Council to direct staff to submit the draft 2015-2013 Housing Element update to State Department of Housing and Community Development for review. The motion passed 5-0.

City of Clayton
2015–2023
HOUSING ELEMENT
UPDATE

City Council
Hearing

June 3, 2014



OVERVIEW

- Housing Element overview and update process
- Regional Housing Needs Allocation (RHNA) and residential sites inventory
- Housing plan changes for the 2015–2023 planning period
- Questions/comments

HOUSING ELEMENT REQUIREMENTS

- One of seven mandated General Plan elements
- Existing and projected housing needs of all economic segments of the community
- 4- or 8-year update time frame (2015–2023)
- Review by California Department of Housing and Community Development (HCD)

HOUSING ELEMENT COMPONENTS

- Review of previous Housing Element
- Housing needs assessment
- Analysis of potential constraints
- Inventory of sites available for housing development
- Goals, policies, and programs

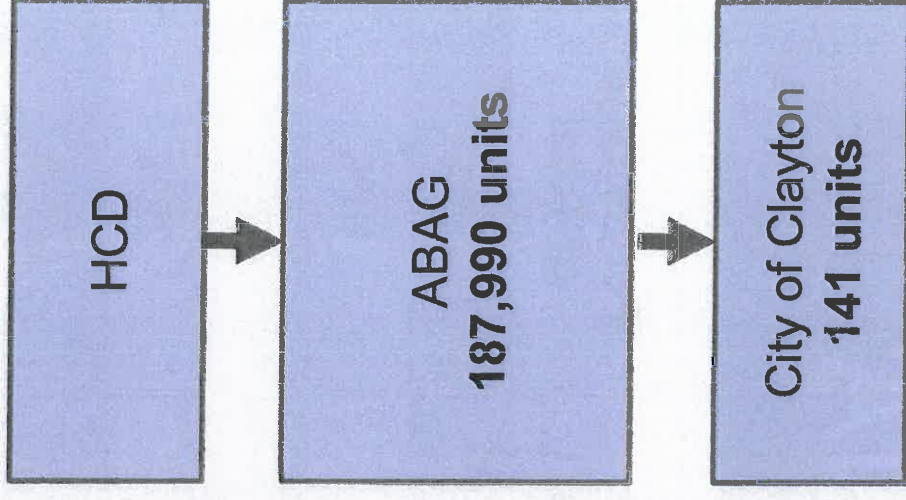
UPDATE SCHEDULE

November 5	Joint Planning Commission/City Council workshop
May 13	Planning Commission hearing
June 3	City Council hearing
June–August	HCD review (up to 60 days)
September/October	Adoption hearings
October–January	Final HCD review (up to 90 days)
January	Certified Housing Element

REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

RHNA

- State law requires HCD to determine total regional housing needs
- ABAG allocates the regional number among its jurisdictions
- Allocation is distributed among 5 standard income categories



2014-2022 RHNA

Income Category	Income Range	Number of Units	Percentage of Total
Extremely Low	<\$28,050	25	18%
Very Low	\$28,051 – \$46,750	26	18%
Low	\$46,751 – \$66,250	25	18%
Moderate	\$66,251 – \$112,200	31	22%
Above Moderate	>\$112,200	34	24%
Total		141	100%

Contra Costa County Median Income (2014): \$93,500

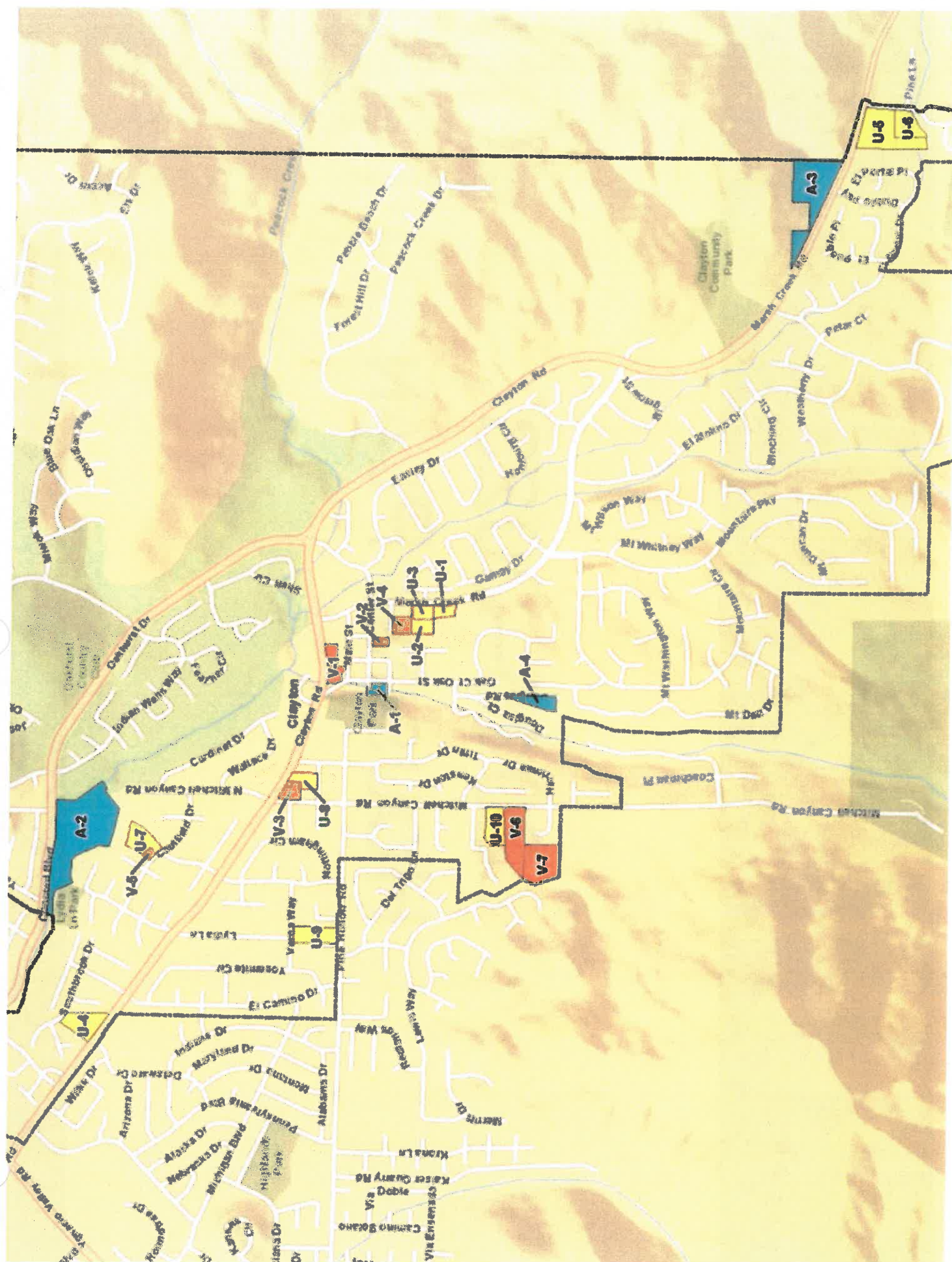
Sources: ABAG 2014-2022 RHNA, 2013; HCD Income Limits, 2014

IMPLEMENTATION ACTIONS ADDED

- Monitor the residential land inventory and maintain adequate sites (I.1.1.1)
- Zoning for employee housing (II.1.2)
- Explore home efficiency improvement financing opportunities through PACE programs (V.1.3)

RESIDENTIAL CAPACITY

Income Category	RHNA	Planned/ Approved	Vacant Land	Under- developed Sites	Remaining Need (surplus)
Extremely Low	25	8	57	86	(75)
Very Low	26				
Low	25				
Moderate	31	66	20	40	(61)
Above Moderate	34				
Total		74	77	126	(136)



2015–2023 HOUSING PLAN

IMPLEMENTATION ACTIONS ELIMINATED (COMPLETED)

- Establish the Multi-Family High Density General Plan land use designation and rezone several sites (I.1.1)
- Allow manufactured homes, consistent with state law (I.3.1)
- Prepare and distribute a Development Handbook (I.5.2)
- Zone for emergency shelters (II.1.1)
- Zone for transitional and supportive housing (II.1.2)

IMPLEMENTATION ACTIONS ELIMINATED (COMPLETED)

- Zone for single-room occupancy (SRO) units (II.1.3)
- Modify zoning to require a Use Permit for single-family homes in multi-family districts (II.2.1)
- Revise the City's definition of family (IV.1.2)
- Adopt a reasonable accommodations ordinance (IV.3.1)

IMPLEMENTATION ACTIONS ELIMINATED (NO LONGER RELEVANT)

- Use of Redevelopment Agency (RDA) Low and Moderate Income Housing Fund (I.2.2)
- Use RDA funds to encourage second dwelling unit development (I.4.2)
- Use RDA funds to subsidize units at Diamond Terrace (III.1.4)
- Develop design standards for energy generation projects (V.1.2)

QUESTIONS/COMMENTS

CITY OF CLAYTON

2015-2023

Housing Element

Public Review Draft
April 18, 2014



City of Clayton
6000 Heritage Trail
Clayton, CA 94517-1250

RECEIVED

APR 30 2014

CITY OF CLAYTON
COMMUNITY DEVELOPMENT DEPT



Technical Assistance By:



2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670

ATTACHMENT - 4

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Appendix A – Housing Conditions Results Map

Appendix B – Sites Available for Residential Development

1.0 INTRODUCTION

1.1 Overview of State Requirements

State law recognizes the vital role local governments play in facilitating the supply and affordability of housing. Each local government in California is required to adopt a comprehensive, long-term General Plan for the physical development of the city or county. The Housing Element is one of the seven mandated elements of the local General Plan. State law requires that local governments identify and plan for the existing and projected housing needs of all economic segments of the community in their Housing Elements. The law acknowledges that, in order for the private market to adequately address housing needs and demand, local governments must adopt land use plans and regulatory systems that provide opportunities for, and do not unduly constrain, housing development. Housing policy in the state rests largely upon the effective implementation of local general plans and, in particular, local Housing Elements.

1.2 Housing Element Organization

This Housing Element addresses the planning period from January 31, 2015 to January 31, 2023. This Housing Element consists of the following sections:

- Section 2.0 provides a description and analysis of Clayton's population and household characteristics, employment and economic trends, housing stock, and existing and future housing needs.
- Section 3.0 examines opportunities and resources for residential energy conservation.
- Section 4.0 describes potential governmental and non-governmental constraints to the production of affordable housing.
- Section 5.0 provides an overview of existing financial and programmatic resources available to assist in housing production and improve affordability, as well as an inventory of existing affordable housing developments and properties.
- Section 6.0 analyzes land available for residential development and demonstrates the City's capacity to meet its Regional Housing Needs Allocation (RHNA).
- Section 7.0 reviews the implementation status, effectiveness, and continued appropriateness of implementation measures from the City's 2009–2014 Housing Element.
- Section 8.0 establishes goals, policies, implementation measures, and quantified objectives for the 2015–2023 Housing Element planning period. Housing goals and policies are organized in six categories: the provision of housing for households at all income levels; regulatory relief and incentives; rental and homeownership assistance; equal access to housing; energy conservation; and regional planning. Following the housing goals, policies, and implementation measures section is a table that outlines quantified objectives for the 2015–2023 planning period.

1.3 Public Participation

State law requires that local governments “make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element” (Government Code Section 65583). To satisfy this requirement, the City conducted a series of community meetings and public hearings to receive community input regarding housing needs and policy direction in the City of Clayton. City staff posted notices at public buildings, published notices in the regional newspaper *Contra Costa Times*, mailed letters, and sent e-mails to housing advocacy groups, property owners, and community contacts to publicize meeting dates and input opportunities.

The outreach list included groups serving lower-income and special needs populations including EAH Housing, a nonprofit affordable housing developer; Contra Costa for Every Generation, a special needs housing group serving seniors and low-income families; the Clayton Community Church; and local realty interests, including Focus Realty and Lynn French Realty.

Additionally, the joint Planning Commission/City Council workshop on November 5, 2013, was televised on the local cable channel.

Workshops and Hearings

Public Workshop (November 5, 2013)—City staff and the Housing Element consultant made a presentation to the City Council, Planning Commission, and members of the public regarding the Housing Element update. The presentation included an overview of the update process and schedule, a description of the required components, and initial findings from the needs assessment. The comments received at the meeting included general questions and comments regarding the Housing Element process, which were addressed at the meeting. There were no comments from the public.

Planning Commission Hearing (May 13, 2014)—City staff and the Housing Element consultant presented the draft Housing Element to the Planning Commission and members of the public for review and comment. **ADD COMMENTS.**

City Council Hearing (June 3, 2014)—City staff and the Housing Element consultant presented the draft Housing Element to the City Council and members of the public for review and comment, and approval to submit the draft to the California Housing and Community Development (HCD). **ADD COMMENTS.**

1.4 Relationship to Other General Plan Elements

State law requires that the Housing Element be consistent with the community’s General Plan. The Clayton General Plan comprises eight elements: Land Use, Circulation, Housing, Community Design, Open Space/Conservation, Safety, Noise, Community Facilities and Growth Management. All of the goals, policies, and programs contained in these elements are consistent with this Housing Element. The City will continue to review the General Plan for internal consistency as amendments are proposed and adopted.

2.0 HOUSING NEEDS ASSESSMENT

According to state law, the Housing Element must analyze demographic trends, housing characteristics and market trends, economic and income data, and the special housing needs of certain segments of the population. The analysis in this section primarily utilizes data compiled by the Association of Bay Area Governments (ABAG) in the Data Profiles for Housing Elements, released in January 2014. The profiles include population, housing stock, and economics data from the 2000 and 2010 US Census, the California Department of Finance (DOF), 2013 ABAG projections, the US Department of Housing and Urban Development's (HUD) Comprehensive Housing Affordability Strategy (CHAS) database, and the US Census American Community Survey (ACS). ACS figures are estimates based on samples; for a small city like Clayton, reported figures may be subject to large margins of error. Data that was not included in the ABAG Data Profiles for Housing Elements packet was obtained from direct contact with public agencies, city staff, or other publically available data sources.

2.1 Population Characteristics

Historic Population Growth

According to the DOF, the population in Clayton was estimated at 11,093 as of 2013, up from 10,897 in 2010 (US Census). As shown in **Table 1**, Clayton experienced significant growth from 1970 to 2000, when the population increased over 675 percent. Since 2000, the population has grown at a slower pace, increasing only 1 percent from 2000 to 2010.

Table 1. Historic Population Growth, 1970 to 2010

Year	Population	Percentage Change
1970	1,385	--
1980	4,325	212%
1990	7,317	69%
2000	10,762	47%
2010	10,897	1%

Sources: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Clayton is the smallest city in Contra Costa County. **Table 2** shows that although Clayton's steady population levels between 2000 and 2010 are consistent with growth that has occurred in the nearby communities of Concord and Walnut Creek, other Contra Costa cities such as Brentwood and San Ramon have continued to grow at a significant rate. Clayton's voter-approved Urban Limit Line virtually parallels the City's municipal limits and the City is essentially built-out.

Table 2. Population Change Comparison, 2000 and 2010

Jurisdiction	2000 Population	2010 Population	Percentage Change
Antioch	90,532	102,372	13%
Brentwood	23,302	51,481	121%
Clayton	10,762	10,897	1%
Concord	121,780	122,067	<1%
Danville	41,715	42,039	1%
San Ramon	44,722	72,148	61%
Walnut Creek	64,296	64,173	<1%
Uninc. Contra Costa County	151,690	159,785	5%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Projected Population Growth

According to ABAG projections, the Clayton population will increase approximately 6 percent from 2010 to 2040, to a population of 11,600. For the same period, the countywide Contra Costa population is expected to increase by over 27 percent to 1,338,400 persons (see Table 3).

Table 3. Population Projections, 2010 to 2040

Year	Clayton		Contra Costa County	
	Population	% Change	Population	% Change
2010	10,897	--	1,049,025	--
2015	10,900	<1%	1,085,700	3%
2020	11,100	2%	1,123,500	3%
2025	11,400	3%	1,172,600	4%
2030	11,400	<1%	1,224,400	4%
2035	11,500	1%	1,280,300	5%
2040	11,600	1%	1,338,400	5%

Source: ABAG Projections, 2013

Household Size and Composition

The average size of Clayton households was 2.72 persons as of 2010. This is comparable to the average household size of Contra Costa County as a whole, which had an average of 2.77 households as of 2010. According to ABAG projections, the average household size for the City of Clayton and Contra Costa County as a whole will increase in size to 2.85 persons by 2040.

According to the 2007–2011 ACS, over 80 percent of Clayton households were family and just under 40 percent were families with children. Approximately 16 percent of households were single persons and 2 percent were multiple-person, non-family households.

Population Age

Current and future housing needs are determined in part by the age characteristics of a community's residents. Age can contribute to lifestyle choice, housing preferences, earning capability, and need for services and amenities.

The median age in Clayton increased from 40.2 in 2000 to 45.0 years in 2010 (US Census). This slight shift is reflected in **Table 4**, which shows a decrease in the percentage of residents that are under age 5, aged 20 to 34, and aged 33 to 44, and an increase in the percentage of residents that are age 45 or older.

Table 4. Population Age Distribution, 2000 and 2010

Age	2000		2010	
	Number	Percentage	Number	Percentage
Under 5	749	7%	468	4%
5 to 19	2,315	22%	2,439	22%
20 to 34	1,277	12%	1,063	10%
33 to 44	2,062	19%	1,479	14%
45 to 59	2,874	27%	3,020	28%
60 to 74	1,157	11%	1,775	16%
75 and older	328	3%	653	6%
Total	10,762	100%	10,897	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Race and Ethnicity

According to the US Census, the majority of the Clayton population was white (79 percent) as of 2010. The population has grown slightly more diverse since 2000, when 84 percent of the population was white. **Table 5** compares the racial and ethnic composition of Clayton in 2000 and 2010. The Hispanic population was the largest minority, representing 9 percent of the community, followed by the Asian population, which represented 6 percent of the community as of 2010.

Table 5. Race and Ethnicity, 2000 and 2010

Race/Ethnicity	2000		2010	
	Number	Percentage	Number	Percentage
One Race				
White	9,000	84%	8,640	79%
Hispanic	681	6%	982	9%
Black or African American	113	1%	144	1%
American Indian or Alaska Native	16	<1%	30	<1%
Asian	577	5%	707	6%
Native Hawaiian or Pacific Islander	9	<1%	14	<1%
Other	30	<1%	32	<1%
Two or more races	336	6%	348	3%
Total	10,762	100%	10,897	100%

Source: 2000 and 2010 US Census (ABAG Housing Element Data Profiles 2013)

2.2 Housing Stock Characteristics

This section provides an overview of the number and type of housing units in Clayton, as well as analysis of tenure and occupancy, the age and condition of existing housing, and overcrowding. Note that the number of housing units and households in Clayton varies in tables in this Housing Element as data was pulled from different data sources including Summary Files 1 and 3 from the US Census and ACS counts.

Housing Stock Growth and Composition

In 1970, Clayton was a small town with only 354 housing units, all of which were single-family homes. During the 1970s, the town underwent dramatic change. In the mid-1970s, Seeno Construction Company initiated a surge of new development in Clayton with the Regency Woods project, Clayton's first large subdivision development. As a result of this and other development in the mid- and late-1970s, Clayton's housing stock nearly quadrupled to 1,377 units by 1980. In 1987, the City annexed a large area to the north and the Presley Company began developing the Oakhurst Country Club area. Also in 1987, Clayton annexed several existing unincorporated neighborhoods (Clayton Woods, Regency Meadows, Dana Hills, and Dana Ridge), which together added approximately 700 housing units to the city. In 1995, Clayton adopted a specific plan for a 475-acre area to the east along Marsh Creek Road. The Marsh Creek Road Specific Plan envisioned a part of this area to be annexed to the city. Annexation and development of this area would add approximately 310 new units and 20 existing units to the city's housing stock. The 1990s saw the approval/development of over 1,700 residential units. This included the completion of the Oakhurst development which added 1,474 units to the city over a seven-year period (1992 to 1999), Diablo Village which added 33 units, Stranahan which added 54 units, and Diamond Terrace which added 86 units.

According to the US Census, Clayton's housing stock consisted of 4,086 units in 2010, an increase of 110 units from 2000. Approximately 82 percent of Clayton housing units are detached single-family homes. Table 6 compares the number and type of homes in Clayton in 2000 and 2010.

Table 6. Housing Units by Type, 2000 and 2010

Building Type	2000*		2010	
	Units	Percentage	Units	Percentage
Single-Family				
Detached	3,235	81%	3,341	82%
Attached	690	17%	538	13%
Multi-Family				
2-4 units	19	0%	108	3%
5 or more	27	1%	99	2%
Mobile Homes	5	<1%	0	--
Total	3,976	100%	4,086	100%

Sources: 2000 US Census; 2010 California Department of Finance (ABAG Data Profiles for Housing Elements 2013)

* Note that the total number of housing units in Clayton varies in tables in this Housing Element as data was pulled from different data sources. For the 2000 US Census, the count of housing units was 3,976 in Summary File 3 (sample data) and 3,924 in Summary File 1 (complete data). Unfortunately, detailed estimates by unit type are not available in Summary File 1.

Housing Tenure and Occupancy

Housing tenure refers to the occupancy of a housing unit—whether the unit is owner-occupied or renter-occupied. Housing tenure is influenced by demographic factors (e.g., household composition, income, and age of the householder) as well as the cost of housing. Most homes in Clayton are owner-occupied. There are few multi-family units in the city and this contributes to a very low proportion of renter-occupied households. As shown in Table 7, the share of owner-occupied units as a percentage of all occupied units decreased from 94 percent in 2000 to 90 percent in 2010. The proportion of owner- versus renter-occupied households in the city differs from that of Contra Costa County as a whole, which has a much higher proportion of renter-occupied units (67 percent owner and 33 percent renter).

Table 7. Housing Tenure, 2000 and 2010

Tenure	2000		2010	
	Number of Households	Percentage	Number of Households	Percentage
Owner-occupied	3,667	94%	3,621	90%
Renter-occupied	216	6%	385	10%
Total	3,883	100%	4,006	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Vacancy rates are an indicator of housing supply and demand. Low vacancy rates influence greater upward price pressures and higher vacancy rates indicate downward price pressure. Optimal vacancy rates differ between rental housing and ownership housing. In its 2008 Bay Area Housing Needs Plan, ABAG cites optimal vacancy rates of 5 percent for rental housing and 2 percent for ownership housing. These rates are set at levels that will allow for mobility but not drive up prices.

The US Census reports that Clayton's housing stock contained 4,086 housing units in 2010 and that of these, 80 were classified as vacant (an overall vacancy rate of 2 percent). In 2010, the homeowner and rental vacancy rates for Clayton were both less than 1 percent. Both of these rates fall below ABAG's threshold.

High demand and short supply may result in continued use of units which are overcrowded, unsafe, unsanitary, or otherwise unsuitable for residential use. It also generally results in high prices and rents which most severely affect lower-income households, people on fixed incomes, families with children, and other special needs groups. Overcrowding and discrimination are also more likely to occur when the rental vacancy rate is low. Table 8 shows 2000 and 2010 housing occupancy and vacancy in Clayton.

Table 8. Housing Occupancy and Vacancy, 2000 and 2010

Occupancy	2000		2010	
	Units	Percentage	Units	Percentage
Total occupied housing units	3,883	99%	4,006	98%
Total vacant housing units	41	1%	80	2%
For rent	2	<1%	15	<1%
For sale	13	<1%	25	1%
Rented or sold, not occupied	11	<1%	4	<1%
For seasonal, recreational, or occasional use	4	<1%	15	<1%
Other	11	<1%	21	1%
Total Housing Units	3,924	100%	4,086	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Age and Condition of Housing

According to the ACS, 88 percent of housing units in Clayton are less than 40 years old (Table 9). As a result, most of Clayton's housing stock is in good condition. There are, however, numerous older structures, some of which may need rehabilitation.

Table 9. Age of Housing Units

Year Built	Housing Units	Percentage
1939 or earlier	12	<1%
1940 to 1949	62	2%
1950 to 1959	129	3%
1960 to 1969	291	7%
1970 to 1979	1,440	37%
1980 to 1989	417	11%
1990 to 1999	1,336	34%
2000 or later	229	6%
Total	3,916	100%

Source: 2007-2011 ACS 5-year estimates (ABAG Data Profiles for Housing Elements 2013)

Housing Conditions Survey

In May 2009, the City conducted a windshield survey of housing conditions throughout the city. The survey consisted of 300 randomly selected residential parcels in specific neighborhoods. A map displaying the areas surveyed is included as Appendix A. As housing conditions did not change substantially since 2009, this housing survey is considered current for the purpose of this Housing Element.

As shown in **Table 10**, approximately 87 percent of the homes surveyed were in sound condition and 12 percent were in need of minor repairs. A house in sound condition is well maintained and structurally intact. This includes no obvious foundation issues, straight roof lines, good exterior paint condition and siding, and windows and doors that are in good repair. Homes in sound condition may have minor maintenance needs or require some paint or siding repair. Homes deemed to be in need of minor repairs require general maintenance or one major repair such as a new roof.

The remaining 1 percent of homes surveyed were found to be in need of moderate repair. There were not any homes found in the survey that were in dilapidated condition.

Table 10. Housing Conditions Survey Results

Condition	Single-Family		Duplex		Multi-Family		Total	
	Units	%	Units	%	Units	%	Units	%
Sound	195	84%	9	100%	52	98%	256	87%
Minor	33	14%	0	--	1	2%	34	12%
Moderate	4	2%	0	--	0	--	4	1%
Total	232	100%	9	100%	53	100%	294	100%

Source: PMC Housing Conditions Survey, May 2009

The survey of the city's housing stock found that the overall condition of homes in the city is sound. Less than one-sixth of the homes surveyed were found to be in need of minor or moderate repairs, which is likely the result of the high rate of homeownership in the city as well as the large proportion of new housing units added to the housing stock in the past two decades.

Overcrowding

The US Census defines overcrowding as more than 1.01 persons per room. Severe overcrowding occurs when there are more than 1.5 persons per room. The 2005–2010 ACS-based CHAS data provided in the ABAG Data Profiles for Housing Elements indicate that there are zero overcrowded or severely overcrowded housing units in Clayton. The current ACS estimates are consistent with 2000 US Census data, which identified 25 (0.6 percent) overcrowded households.

2.3 Employment and Income Trends

Employment

Clayton is a residential community with primarily two smaller convenience-shopping business sectors and therefore relatively few jobs. ABAG reported that in 2010, there were 1,540 jobs in Clayton. As shown in **Table 11**, ABAG projects that the number of jobs in the city will increase approximately 27 percent from 2010 to 2040 to 1,950 jobs.

Table 11. Existing and Projected Jobs in Clayton, 2010 to 2040

Year	Number	Percentage Change
2010	1,540	--
2015*	1,630	6%
2020*	1,750	7%
2025*	1,800	3%
2030*	1,840	2%
2035*	1,890	3%
2040*	1,950	3%

Source: ABAG 2013

* ABAG projection

According to the ACS, Clayton has approximately 5,248 employed residents. As shown in **Table 12**, nearly half of the city's residents are employed in relatively high-earning industries. Approximately 20 percent of employed residents work in educational, health, and social services; 16 percent work in finance, insurance, real estate, and rental and leasing; and 13 percent work in professional, scientific, management, administrative, and waste management services. **Table 12** also reports an overall decline in employment between 2000 and 2010, which likely is the result of the economic downturn in 2008. The decrease in employment figures may also be partially accounted for by the fact that 2010 numbers are sampled estimates from the ACS, which has a large margin of error for small cities.

Table 12. Resident Employment and Median Income by Industry, 2000 and 2011

Industry	2000		2011		
	Number	%	Number	%	Median Income
Agriculture, forestry, fishing and hunting, and mining	12	<1%	37	1%	--
Construction	384	7%	233	4%	\$45,000
Manufacturing	553	10%	377	7%	\$76,600
Wholesale trade	245	4%	156	3%	\$67,900
Retail trade	619	11%	570	11%	\$48,300
Transportation and warehousing, and utilities	183	3%	134	3%	\$39,300
Information	252	4%	88	2%	\$104,800
Finance, insurance, real estate, and rental and leasing	870	15%	854	16%	\$92,900
Professional, scientific, management, administrative, and waste management services	749	13%	681	13%	\$69,500
Educational, health, and social services	1,090	19%	1,052	20%	\$62,600
Arts, entertainment, recreation, accommodation, and food services	330	6%	365	7%	\$35,900
Other services (except public administration)	262	5%	214	4%	\$25,900
Public administration	266	5%	487	9%	--
Employed civilian population 16 years and over	5,815	100%	5,248	100%	--

Sources: 2000 US Census; 2007–2011 ACS 5-year estimates (ABAG Housing Element Data Profiles 2013)

Note: Median incomes are not reported for industries with exceptionally large margins of error.

Table 13 lists the region's ten fastest-growing occupations. This information is available only for the Oakland-Fremont-Hayward Metropolitan Statistical Area, which includes Alameda and Contra Costa Counties but is applicable because Clayton residents work both inside and outside of the city. Of the ten fastest-growing occupations, only three occupations would allow a family of four with a single breadwinner to surpass HCD's median county income level of \$93,500.

Table 13. Fastest-Growing Occupations (Oakland-Fremont-Hayward MSA), 2010 to 2020

Occupation	Median Annual Wage	Estimated Employment		Percentage Change
		2010	2020	
Software Developers, Applications	\$102,242	7,180	9,560	33%
Environmental Engineers	\$102,341	640	830	30%
Plasterers and Stucco Masons	\$60,423	520	670	29%
Urban and Regional Planners	\$84,813	1,000	1,280	28%
Software Developers, Systems Software	\$108,211	3,940	5,040	28%
Environmental Science and Protection Technicians, Including Health	\$53,700	400	510	28%
Merchandise Displayers and Window Trimmers	\$26,604	1,300	1,650	27%
Food Service Managers	\$51,087	3,370	4,270	27%
Environmental Scientists and Specialists, Including Health	\$77,782	1,130	1,430	27%
Dental Laboratory Technicians	\$39,433	490	620	27%

Source: State of California Employment Development Department 2014

Jobs/Housing Balance

The analysis of jobs/housing balance is used to measure the degree to which communities and subregions are inducing commuter travel as growth occurs. A community with a balance of jobs and housing has as many jobs as residents that are able to work. For example, a city with 5,000 employed residents requires 5,000 jobs to be in balance. A community is out of balance if it either has more jobs than employed residents or has more employable residents than jobs.

In 2010, Clayton had a jobs-to-employed residents ratio of 0.31 (1,540 jobs/4,960 employed residents), up from 0.26 in 2005 (1,440 jobs/5,620 employed residents). As shown in Table 14, ABAG projects that this ratio will steadily increase through 2040 up to 0.35.

Clayton is considered a “bedroom” community, meaning that it is part of a larger community in which employed residents of Clayton support neighboring communities by providing a supply of workers in the workforce. Clayton is surrounded by much larger communities with available employment and is situated along transportation corridors connected to those communities, making it an important contributor to the overall Bay Area workforce. The low ratio of jobs to employed residents is an important factor driving the character of the Clayton community, which is an important characteristic to Clayton residents.

Table 14. Jobs/Housing Balance, 2005 to 2040

Year	Number of Jobs	Number of Employed Residents	Ratio of Jobs to Employed Residents
2005	1,440	5,620	0.26
2010	1,540	4,960	0.31
2015*	1,630	5,170	0.32
2020*	1,750	5,470	0.32
2025*	1,800	5,490	0.33
2030*	1,840	5,420	0.34
2035*	1,890	5,410	0.35
2040*	1,950	5,400	0.35

Sources: ABAG 2013

* ABAG projection

When a community has more employed residents than jobs, it is a sign that a number of residents are commuting out of the community for work, which can have a number of negative impacts including traffic congestion and loss of revenue for local businesses. As shown in **Table 15**, more than half of Clayton's employed residents commute 30 minutes or more to work.

Table 15. Commute Time to Work

Travel Time to Work	Number	Percentage
Less than 30 minutes	2,282	48%
30 to 59 minutes	1,785	37%
60 or more minutes	694	15%
Total	4,761	100%

Source: CHAS 2009

Household Income

Each year, HCD publishes median income amounts and State Income Limits for five categories of household income for each county in the state. The 2014 State Income Limits were released on February 28, 2014, and provide income limits based on income category and household size. **Table 16** shows the income range (based on a percentage of the area median income) and annual income amount for a four-person household.

Table 16. Income Categories, 2014

Income Category	Percentage of Median Income	Annual Household Income*
Extremely Low	≤30%	\$28,050 or less
Very Low	31%–50%	\$28,051–\$46,750
Low	51%–80%	\$46,751–\$67,600
Moderate	81%–120%	\$67,601–\$112,200
Above Moderate	>120%	More than \$112,200

Source: HCD State Income Limits, 2014

* Based on a four-person household

Clayton is an affluent community that had a median household income of \$131,991 (2007–2011 ACS). Table 17 shows the distributions of income by tenure for Clayton in 2010. The table organizes income ranges estimated by the ACS into income categories as defined by HCD. Approximately 71 percent of Clayton households had annual incomes that would place them in the above moderate category, 13 percent earned moderate incomes, and approximately 16 percent had low or very low household incomes.

Table 17. Household Income by Tenure, 2010

Income Category	Number	Percentage
Owner Occupied		
Very Low Income	225	6%
Low Income	245	6%
Moderate	450	12%
Above Moderate	2,630	68%
Total Owner Occupied	3,550	92%
Renter Occupied		
Very Low Income	105	3%
Low Income	55	1%
Moderate	25	1%
Above Moderate	115	3%
Total Renter Occupied	300	8%
Total Occupied Units¹	3,850	100%

Source: CHAS, based on 2006–2010 ACS (5-year estimates) (ABAG Data Profiles for Housing Elements 2013)

Note: ABAG Data Profiles for Housing Elements does not include extremely low income as a category for this topic.

¹ The total number of occupied units varies between tables due to the different sources of data. This table relies on figures from the ACS, which has a larger margin of error than the US Census.

Extremely Low Income Households

In 2006, Government Code Section 65583(a) was amended and requires jurisdictions to quantify the existing number of extremely low-income households. An extremely low-income household is defined as a household earning less than 30 percent of median household income. In 2014, this was \$28,050 for Clayton households. **Table 18** shows household income by ACS category quintiles. The ACS does not provide a quantification of households for those earning less than \$28,050, but it does show households earning less than \$24,999. This range has been used to estimate the number of existing extremely low-income households. According to the ACS data, there were approximately 289 extremely low-income households in the city in 2011.

Extremely low-income households generally have a higher incidence of housing problems and tend to overpay for housing (paying greater than 30 percent of their income toward housing costs). To facilitate opportunities for housing that may assist extremely low-income households, the City amended its Zoning Ordinance in 2012 to add single-room occupancy units as a residential use type and allow these units with a use permit in the Limited Commercial zoning district.

The City will continue to encourage the development of housing for extremely low-income households by offering priority application processing, fee reductions or deferrals, and flexibility in the application of development standards (Implementation Measure II.2.1) for projects that provide units affordable to extremely low-income households.

Table 18. Household Income, 2000 and 2011

Annual Household Income	2000		2011	
	Number	Percentage	Number	Percentage
Less than \$24,999	266	7%	289	8%
\$25,000 to \$49,999	400	10%	330	9%
\$50,000 to \$74,999	606	15%	396	10%
\$75,000 to \$99,999	639	16%	364	10%
\$100,000 or more	2,015	51%	2,410	64%
Total	3,926	100%	3,789	100%

Note: 2000 income estimates are in 1999 dollars; 2007–2011 five year estimates are in 2011 dollars

Source: US Census, 2000; 2007–2011 ACS 5-year estimates (ABAG Housing Element Data Profiles)

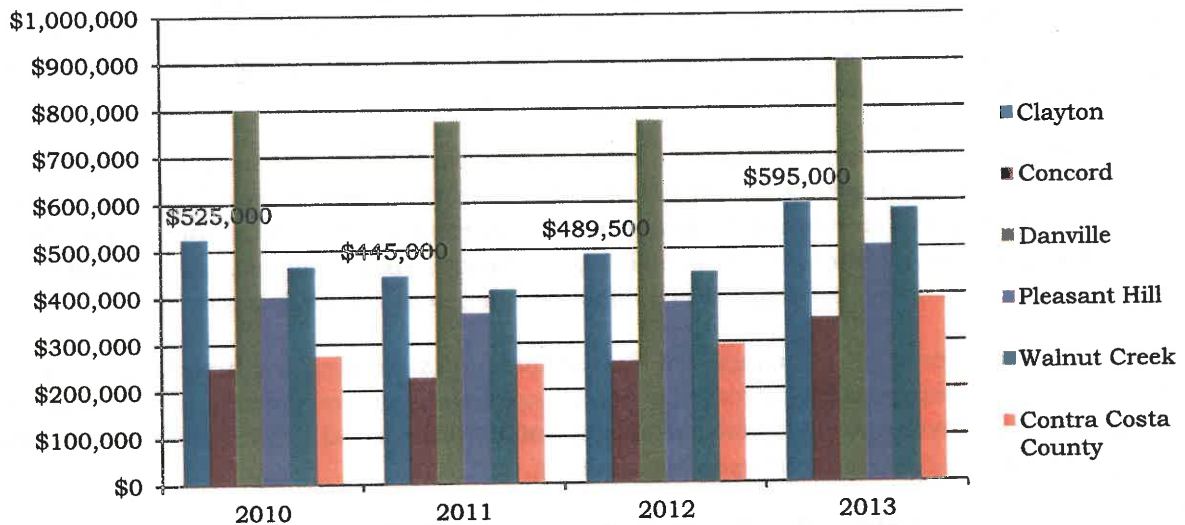
2.4 Housing Costs and Affordability

Home Sales Prices

According to DataQuick, the median home sale price in Clayton was \$595,000 in 2013, an increase of approximately 22 percent from the 2012 median of \$489,500. Median prices in Clayton tend to be in the middle to high range when compared to other Contra Costa County cities, and are consistently higher than Contra Costa County as a whole.

Figure 1 shows median home sales prices in Clayton and nearby jurisdictions from 2010 to 2013. The median price was relatively stable from 2010 to 2013 and increased sharply in 2013. This trend is similar to that of the Bay Area and metropolitan areas throughout California and can be attributed to low interest rates, job growth, and greater economic stability following the recession.

Figure 1. Annual Median Sales Prices, 2010 to 2013



Source: DataQuick, www.DQNews.com

Rental Prices

Table 19 displays the results of a survey of rental property listings in and around Clayton in February 2014. With high owner occupancy and a low vacancy rate, there are currently very few rental opportunities available in the city.

The rental survey included listings posted on online services such as Craigslist, as well as average rate ranges provided in phone conversations by representatives from local real estate and property management companies. As of February 2014, only seven units were available for rent, all of which were in single-family attached or detached units.

Table 19. Market Rental Rates by Unit Size, 2014

Number of Bedrooms	Single- and Multi-Family Attached	Single-Family Detached
1 bedroom	--	--
2 bedroom	\$1,800–\$1,900	\$1,900–\$2,000
3 bedroom	\$1,900–\$2,200	\$2,495–\$2,600
4 bedroom	--	\$2,500–\$3,300
5+ bedroom	--	\$3,000–\$3,700

Sources: Craigslist.org 2014; personal communication with Howard Heller, AAA Property Management Services, Perchak Property Management, Lynn French Realty, Better Homes Realty, and Mazzei Realty, February 2014

Note: The ACS-derived ABAG Housing Element Data Profiles information for the topic is not used in this report due to an unacceptably large margin of error.

Housing Affordability

A home is considered affordable if households do not spend more than 30 percent of income on rent (including a monthly allowance for water, gas, and electricity) or monthly mortgage, according to a standard set by HUD.

Table 20 displays the monthly income limits by household size for each income group (based on HCD's annual income limits). The monthly income limits are used to calculate maximum affordable monthly rents as well as the maximum affordable purchase prices for homes. For example, a two-person household earning a combined monthly income of no more than \$1,871 per month is considered an extremely low-income household that can afford a maximum monthly rent of \$561 or purchase a home for \$66,805. The rental and sales price figures represent an affordable housing amount (30 percent of monthly income).

Table 20. Housing Affordability by Household Size, 2014

Income Category	1-Person	2-Person	3-Person	4-Person
Extremely Low				
Annual income limit	\$19,650	\$22,450	\$25,250	\$28,050
Monthly income	\$1,638	\$1,871	\$2,104	\$2,338
Max. monthly rent	\$491	\$561	\$631	\$701
Max. sales price	\$57,247	\$66,805	\$76,363	\$85,962
Very Low				
Annual income limit	\$32,750	\$37,400	\$42,100	\$46,750
Monthly income	\$2,729	\$3,117	\$3,508	\$3,896
Max. monthly rent	\$819	\$935	\$1,053	\$1,169

Income Category	1-Person	2-Person	3-Person	4-Person
Max. sales price	\$102,002	\$117,918	\$133,957	\$149,874
Low				
Annual income limit	\$47,350	\$54,100	\$60,850	\$67,600
Monthly income	\$3,946	\$4,508	\$5,070	\$5,633
Max. monthly rent	\$1,184	\$1,352	\$1,521	\$1,690
Max. sales price	\$126,715	\$151,925	\$193,033	\$221,128
Moderate				
Annual income limit	\$78,550	\$89,750	\$101,000	\$112,200
Monthly income	\$6,546	\$7,479	\$8,417	\$9,350
Monthly rent	\$1,964	\$2,244	\$2,525	\$2,805
Max. sales price	\$258,581	\$296,854	\$335,333	\$373,606
Above Moderate				
Annual income limit	>\$78,550	>\$89,750	>\$101,000	>\$112,200
Monthly income	>\$6,546	>\$7,479	>\$8,417	>\$9,350
Max. monthly rent	>\$1,964	>\$2,244	>\$2,525	>\$2,805
Max. sales price	>\$258,581	>\$296,854	>\$335,333	>\$373,606

Source: HCD Income Limits 2014; Monthly mortgage calculation: http://www.realtytrac.com/vcapps/calculator_popup.asp?calc=AF
 Notes: Affordable monthly rent assumes 30% of gross household income, not including utility cost. Affordable housing sales prices are based on the following assumed variables: 10% down payment, 30-year fixed rate mortgage at 5.25% annual interest rate.

As noted in the Homes Sales Prices analysis, the median price in Clayton was \$595,000 in 2013. Only households earning above moderate incomes could afford a home priced at or around the median. A moderate-income household of four could afford a home priced at a maximum of \$373,606. While homes may be available at this price point, they may require additional investments for maintenance or improvement. Homeownership is out of reach in Clayton for most lower-income households.

Households considered extremely low or very low income would find it difficult to secure housing that is affordable and would likely have little option but to overpay for housing. For example, a three-person very low-income household earning a monthly income of \$3,508 would be able to afford \$1,053 per month for rent. According to the results of the rent survey, the least expensive two-bedroom (minimum size to avoid overcrowding) home rents for \$1,800. Without rental assistance, the three-person household would pay in excess of what is affordable for them.

The City will encourage assistance for lower-income renters and prospective home buyers by promoting programs such as the Contra Costa County Mortgage Credit Certificate Program and Lower-Income Rental Assistance Program (Implementation Measure III.1.1) and will pursue

funding from CalHome or other available sources to establish a down payment assistance program (Implementation Measure III.1.2).

Overpayment

Definitions of housing affordability can vary; however, as previously noted, a household should spend no more than 30 percent of its monthly income on housing costs (according to HUD standards). Households that pay more than this are considered to be overpaying for housing and households that pay more than 50 percent are considered severely overpaying. HUD's CHAS database reports information on overpayment by tenure, as illustrated in **Table 21**. As of 2010, approximately 34 percent of households (1,320 households) paid 30 percent or more of their income toward housing. Overpayment is a significant issue in Contra Costa County and in jurisdictions throughout the Bay Area.

Among owner-occupied households, the "above moderate" income category reports 595 burdened households, which is the highest of all income categories. This unexpected finding is likely the outcomes of a high barrier to entry for homeownership in the city. For renters, the "very low income" category has the largest number of overpaying households (95). This is particularly concerning since people with very low income are less able to pay for other necessities such as food, fuel, and clothing when burdened with excessive housing costs.

Table 21. Households Overpaying for Housing, 2010

Tenure/Income Category	30% to 50% Cost Burden	50%+ Cost Burden	30%+ Cost Burden (Total Overpaying)
Total Owner Occupied	660	520	1,180
Very low	0	170	170
Low	45	50	95
Moderate	120	200	320
Above moderate	495	100	595
Total Renter Occupied	30	110	140
Very low	10	85	95
Low	10	15	25
Moderate	10	0	10
Above moderate	0	10	10
Total Overpaying Occupied Units	690	630	1,320
Total Occupied Units¹	3,850		

Source: CHAS, based on 2006-2010 ACS 5-year estimates (ABAG Data Profiles for Housing Element Data 2013)

¹ The total number of occupied units varies between tables due to the different sources of data. This table relies on figures from the ACS, which has a larger margin of error than the US Census.

2.5 Special Housing Needs

Certain segments of the population encounter more difficulty in finding decent, affordable housing due to special circumstance. Special needs may be related to one's employment type and income, family or household characteristics, or medical condition or disability. The following subsections discuss the special housing needs of groups identified in state housing element law (Government Code, Section 65583(a)(6)). Specifically, these include senior households, persons with disabilities, persons with developmental disabilities, large households, female-headed households, homeless persons, and farmworkers.

Seniors

As of 2010, seniors, those aged 65 and over, made up approximately 15 percent of the Clayton population. This is an increase from 2000 when approximately 9 percent of the population was seniors. As shown in **Table 22**, the senior population grew by 628 persons, an increase of approximately 64 percent.

Table 22. Senior Population, 2000 and 2010

Age	2000		2010	
	Number	% of Total Population	Number	% of Total Population
65 to 69	376	3%	568	5%
70 to 74	270	3%	381	3%
75 to 79	180	2%	296	3%
80 to 84	82	1%	193	2%
85 to 89	47	<1%	112	1%
90 and older	19	<1%	52	<1%
Total Population 65+	974	9%	1,602	15%
Total Population	10,762	100%	10,897	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Senior households are defined as households in which one or more persons is over 65 years of age. As shown in **Table 23**, nearly 25 percent of all households in Clayton included one or more senior.

The vast majority (nearly 90 percent) of senior households own their homes. While homeownership is beneficial in that costs are generally stable, which is important because many seniors live on fixed incomes, it can become difficult for seniors to maintain their homes and yards due to financial and physical constraints.

Table 23. Senior Households by Age and Tenure, 2000 and 2010

	2000		2010	
	Number	Percentage	Number	Percentage
Renter-Occupied Households				
65 to 74 years	10	2%	21	2%
75 to 84 years	3	1%	32	3%
85+ years	2	0%	55	5%
Total Renter	15	3%	108	11%
Owner-Occupied Households				
65 to 74 years	395	68%	547	54%
75 to 84 years	149	26%	300	30%
85+ years	25	4%	61	6%
Total Owner	569	97%	908	89%
Total Householders	584	100%	1,016	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

In general, seniors have lower earning capacity than middle-aged persons. However, the 2007–2011 ACS reports that the majority of elderly residents earned at least \$50,000 per year as shown in Table 24. Senior income estimates may be misleading, as many elderly persons have access to capital outside the earned income measured by the Census. This is underscored by ABAG’s estimate that the senior poverty rate (just under 4 percent of the senior population) is relatively low in Clayton.

Table 24. Senior Household Income, 2011

Annual Household Income	Number	Percentage
Less than \$30,000	196	20%
\$30,000 to \$49,999	179	18%
\$50,000 to \$74,999	236	24%
\$75,000 to \$99,999	78	8%
\$100,000 or more	293	30%
Total	982	100%

Source: 2007-2011 ACS 5-year estimates (ABAG Data Profiles for Housing Elements 2013)

Diamond Terrace is the only senior housing development in Clayton. Diamond Terrace has a total of 86 units, one of which is reserved for an on-site manager. Diamond Terrace offers affordable housing with an array of support services (including meals). There are 65 units reserved for very low-income residents, 10 units reserved for low-income residents, 10 units reserved for moderate-

income residents. The City, through its now defunct Redevelopment Agency, financially assisted in the development of this senior living facility.

The Concord Housing and Community Services Department responds to elderly needs in Clayton by publishing a list of housing facilities for the elderly, providing low-interest loans for household repairs, and paying an emergency rebate for home repairs. The department also provides referrals to nonprofit organizations such as Meals-on-Wheels.

In 2013, the City of Clayton adopted a universal design ordinance (Chapter 15.92 of the Municipal Code). Universal design standards are intended to ensure that development is accessible for persons at all stages of life and implementation of these standards will facilitate new homes that are appropriate for seniors and those with disabilities. The City will continue to implement this ordinance and distribute a brochure describing universal design standards (Implementation Measure IV.3.2).

In addition, the City will work with housing providers to identify and pursue housing opportunities for senior households (Implementation Measure II.1.1).

Persons with Disabilities

A disability is defined broadly by the US Census as a physical, mental, or emotional condition that lasts over a long period of time and makes it difficult to live independently. Special needs for access and affordability can make it difficult for persons with disabilities to find appropriate housing. As shown in **Table 25**, approximately 13 percent of the Clayton population age 16 or older had a mobility or self-help limitation as of 2000. As the population ages, the incidence of disability increases. Among the population aged 65 and older, 31 percent experienced either a self-care or mobility limitation or both.

Disability status was not counted in the 2010 US Census and the ACS does not provide estimates for very small cities such as Clayton. As such, the 2000 data is the best available data and is retained in this analysis as a proxy for current disability figures.

Table 25. Mobility/Self-Care Limitation – Persons 16 Years and Older, 2000

Disability Status	16–64 Years		Age 65 and Over		Total Population Age 16 and Older	
	Number	%	Number	%	Number	%
Mobility/self-help limitation	726	9%	153	31%	1,059	13%
No limitation	7,300	91%	334	69%	7,218	87%
Total persons	8,026	100%	487	100%	8,277	100%

Sources: 2000 US Census

The City adopted a universal design ordinance in 2013 to better facilitate housing appropriate for those with disabilities, and enacted a reasonable accommodation ordinance in 2012 to allow for variations in the application of zoning standards and development policies to ensure that housing

can be developed in a way that is suitable for persons with disabilities. The City will continue to implement the reasonable accommodations ordinance (Implementation Measure IV.3.1) and distribute a brochure describing universal design standards (Implementation Measure IV.3.2).

Developmental Disabilities

Senate Bill (SB) 812 requires that the City include an analysis of the special housing needs of individuals with a developmental disability within the community. According to Section 4512 of the Welfare and Institutions Code, a “developmental disability” means a disability that originates before an individual attains age 18 years, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for that individual, which includes mental retardation, cerebral palsy, epilepsy, and autism. This term also includes disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for individuals with mental retardation, but does not include other handicapping conditions that are solely physical in nature.

Many developmentally disabled persons can live and work independently in a conventional housing environment. More severely disabled individuals require a group living environment where supervision is provided. The most severely affected individuals may require an institutional environment where medical attention and physical therapy are provided. Because developmental disabilities exist before adulthood, the first issue in supportive housing for the developmentally disabled is the transition from the person’s living situation as a child to an appropriate level of independence as an adult.

The California Department of Developmental Services currently provides community-based services to approximately 243,000 persons with developmental disabilities and their families through a statewide system of 21 regional centers, four developmental centers, and two community-based facilities. The Regional Center of the East Bay is one of 21 regional centers in California that provides point of entry to services for people with developmental disabilities. The center is a private, nonprofit community agency that contracts with local businesses to offer a wide range of services to individuals with developmental disabilities and their families.

According to the Regional Center of the East Bay, the Center serves approximately 46 developmentally disabled persons who reside in and around Clayton (those residing within the 94517 zip code). As shown in Table 26, approximately 63 percent of these residents are age 21 or younger and thus are likely to live at home with family and receive services through public schools.

Table 26. Developmentally Disabled Residents by Age

Zip Code	0–13 Years	14–21 Years	22–51 Years	52–61 Years	62+ Years	Total
94517	13	16	14	2	1	46

Source: Regional Center of the East Bay 2014

A number of housing types are appropriate for people living with a development disability: rent-subsidized homes, licensed and unlicensed single-family homes, Section 8 vouchers, special

programs for home purchase, HUD housing, and SB 962 homes. The design of housing-accessibility modifications, the proximity to services and transit, and the availability of group living opportunities represent some of the types of considerations that are important in serving this need group. Incorporating “barrier-free” design in all new multi-family housing (as required by California and federal fair housing laws) is especially important to provide the widest range of choices for disabled residents. Special consideration should also be given to the affordability of housing, as people with disabilities may be living on a fixed income.

The City adopted a universal design ordinance in 2013 to better facilitate housing appropriate for those with developmental disabilities and enacted a reasonable accommodation ordinance in 2012 to allow for variations in the application of zoning standards and development policies to ensure that housing can be developed in a way that is suitable for persons with disabilities, including those with developmental disabilities. The City will continue to implement these ordinances and publicize their availability (Implementation Measures IV.3.1 and IV.3.2).

Large Households

HUD defines a large household or family as one with five or more members. Large households need larger homes with more bedrooms to avoid overcrowded conditions. In general, homes for these households should provide safe outdoor play areas for children and should be located to provide convenient access to schools and childcare facilities. These types of needs can pose problems, particularly for large families that cannot afford to buy or rent single-family houses, as apartment and condominium units are often developed with smaller households in mind.

According to the 2010 US Census, 379 households, or approximately 9 percent of the total households in Clayton, had five or more members (Table 27). The percentage of total occupied units by household size remained approximately the same between 2000 and 2010.

Table 27. Household Size, 2000 and 2010

Household Size/Tenure	2000		2010	
	Households	% of Total Occupied	Households	% of Total Occupied
Owner Occupied				
1-person	463	12%	513	13%
2-person	1453	37%	1,430	36%
3-person	681	18%	624	16%
4-person	755	19%	711	18%
5 or more persons	315	9%	343	9%
Total Owner Occupied	3,667	94%	3,621	90%
Renter Occupied				
1-person	43	1%	134	3%

HOUSING ELEMENT

CITY OF CLAYTON
Established 1967

Household Size/Tenure	2000		2010	
	Households	% of Total Occupied	Households	% of Total Occupied
2-person	66	2%	86	2%
3-person	43	1%	72	2%
4-person	40	1%	57	1%
5 or more persons	24	<1%	36	1%
Total Renter Occupied	216	6%	385	10%
Total Occupied	3,883	100%	4,006	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

Female-Headed Households

Female-headed single-parent households may experience a variety housing problems, including affordability, overcrowding, insufficient housing choices, and discrimination. Often with only one source of income, female-headed households have more difficulties finding adequate, affordable housing than families with two income-earning adults. Also, female-headed family households with small children may need to pay for child care, which further reduces disposable income. This special needs group would benefit generally from expanded affordable housing opportunities. More specifically, the need for dependent care also makes it important that housing for female-headed families be located near child care facilities, schools, youth services, medical facilities, or senior services.

As of 2010, approximately 20 percent of Clayton households were headed by a female. As shown in **Table 28**, approximately 80 percent of female-headed households owned their homes. About 37 percent of female-headed households were families, over half of which had children under the age of 18. **Table 29** illustrates the number of family households that are headed by a female with no husband present. In 2010, female-headed households with no husband present accounted for 9 percent of all families in the city. Female-headed households with children make up approximately 5 percent of all households in the city and 55 percent of all female-headed households. According to the ABAG Housing Element Data Profiles, approximately 406 female residents live alone in Clayton.

Table 28. Female-Headed Households by Tenure, 2010

	Family Households		Non-Family Households		Total Female-Headed Households	
	Number	%	Number	%	Number	%
Owner Occupied	242	80%	399	79%	641	80%
Renter Occupied	59	20%	103	21%	162	20%
Total	301	100%	502	100%	803	100%

Source: 2010 US Census

Table 29. Female-Headed Families (No Husband Present), 2000 and 2010

	2000		2010	
	Number	% of Total Families	Number	% of Total Families
Total Female-Headed Families	214	7%	301	9%
With children under 18	133	4%	167	5%
No children under 18	81	3%	134	4%
Total Families	3,208	100%	3,208	100%

Source: 2000 and 2010 US Census (ABAG Data Profiles for Housing Elements 2013)

The City of Clayton recognizes these problems and has included policies and programs in this document to address affordability and discrimination for all segments of the population (Implementation Measure II.1.1 and Policy IV.1).

Homeless

The housing needs of the homeless are more difficult to measure and assess than those of any other population subgroup. The very nature of homelessness makes it difficult to quantify the number and typical residency of homeless persons. The best available data is from a biennial point-in-time homeless count completed by the Contra Costa County Homeless Program. The most recent count, completed in January 2013, identified 3,798 homeless persons. No homeless persons were identified as residents of Clayton.

According to City staff, one or two homeless persons occasionally appear in Clayton, but they soon move to areas where there are needed services. The point-in-time homeless count informs the County regarding its progress in accomplishing goals related to ending homelessness. The most notable findings of the homeless count for the county as a whole are:

- An 11 percent decrease in homeless persons, from 4,274 in 2011 to 3,798 in 2013. The decrease could be due to the differences in the number of sheltered homeless persons reported by supportive services-only programs, a decrease in the number of sheltered homeless children

reported by the school districts, the decrease in unsheltered persons living in encampments, and the variability inherent in point-in-time surveys.

- Fifty-five (55) percent of unsheltered homeless persons were encountered in encampments, compared to 69 percent in 2011.

The County's data is supplemented with HUD data, which identified a total homeless population of 2,386 persons (see **Table 30**). The difference in total homelessness figures between the two data sets underscores the challenges of collecting homelessness data and the variability in estimates that occur from a "point-in-time" survey.

Table 30. Contra Costa County Homeless Population and Sub-Populations, 2012

Type	Number
Sheltered	896
Unsheltered	1,490
Total	2,386
Chronic Homeless	721
Veterans	82
Persons in Families with Children	431

Source: HUD 2013 (ABAG Housing Element Data Profiles 2013)

Homelessness is often the end result of multiple factors that converge in a person's life. The combination of loss of employment, inability to find a job because of the need for retraining, and the high housing costs in Contra Costa County lead to some individuals and families losing their housing. For others, the loss of housing is due to chronic health problems, physical disabilities, mental health disabilities, or drug and alcohol addictions along with an inability to access the services and long-term support needed to address these conditions. According to the Contra Costa Homeless Continuum of Care Plan 2001–2006, the three primary causes of homelessness are the lack of affordable housing, lack of access to support services, and low incomes.

Although there are no emergency shelters or homeless services in the City of Clayton, a number of resources exist in adjacent Concord and throughout Contra Costa County. **Table 31** shows services available near Clayton.

Table 31. Local Homelessness Services

Provider	Program/Service
Contra Costa County Public Health Division (925) 646-9420 Cchealth.org/homeless	Shelter Plus Care Program*
	Project HOPE
	Project Coming Home
	Health, housing, and integrated services network
	Emergency shelters for adults, and runaway and homeless youth
Anka Behavioral Health (925) 825-4700 www.ankabhi.org	Homelessness continuum of care, transitional housing
Bay Area Rescue Mission (510) 215-4860 www.bayarearescue.org	Meals, homeless shelter
Greater Richmond Interfaith Program (GRIP) (510) 233-2141 www.gripcommunity.org	Meals, transitional housing
Shelter for Homeless Concord, CA (925) 363-4374	Homeless shelter
Shepherd's Gate Woman's Shelter (925) 308-7507	Homeless shelter for women and children
SHELTER, Inc. (925) 335-0698 Shelterincofccc.org	Temporary and affordable housing
Winter Nights (925) 933-6030 www.cccwinternights.org	Homeless shelter (seasonal)

Source: City of Clayton Community Development Department 2014

* As of March 2014, the Shelter Plus Care wait list is closed and applications are not being accepted.

In 2013, Clayton amended its Zoning Ordinance to allow emergency shelters as a permitted use in the Public Facilities zoning district, subject to some development criteria and management standards. In addition, the City updated the Zoning Ordinance to define transitional housing and allow it as a permitted use in a residential zoning district. The City will continue to work with housing and service providers to identify opportunities to assist homeless persons and families (Implementation Measure II.1.1).

Farmworkers

The 2007–2011 ACS five-year estimates indicate that 37 residents are employed in the “agriculture, forestry, fishing and hunting, and mining” sector. This number is up by 25 from the 2000 Census count of 12. This increase is likely due to the large margins of error associated with this type of data in the ACS. It is unlikely that Clayton residents are employed in farming, forestry, or fishing industries. While there are many active farms in Contra Costa County, agricultural areas are relatively distant from Clayton and it is unlikely there are any farmworkers living in Clayton.

Most farmworkers seek and find housing situations that are not specifically designated for farmworkers. Permanent rental housing is the most likely housing option for farmworkers. Should farmworkers seek housing in Clayton, existing multi-family housing and sites identified for multi-family residential would provide opportunities for this group.

In addition, Implementation Measure II.1.2 commits the City to amending its Zoning Ordinance to allow agricultural employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.6. The City will also work with housing providers to address the housing needs of farmworkers (Implementation Measure II.1.1).

Disadvantaged Unincorporated Communities

SB 244 (2012) requires that jurisdictions identify and analyze the housing and infrastructure needs of disadvantaged unincorporated communities (DUC), which are inhabited areas of 10 or more dwellings located adjacent to or in close proximity to one another in which the median household income is 80 percent or less than the statewide median income (\$49,306 according to the 2010 ACS). DUCs may be classified as “island,” “fringe,” or “legacy,” defined as follows (per the State of California Office of Planning and Research and Government Code Section 65302.10):

- “Island community” means any inhabited and unincorporated territory that is surrounded by or substantially surrounded by one or more cities.
- “Fringe community” means any inhabited and unincorporated territory that is within a city’s sphere of influence.
- “Legacy community” means a geographically isolated community that is inhabited and has existed for at least 50 years.

Without the benefit of political representation in a local jurisdiction, DUCs often suffer from poor access to services and resources, limited or no infrastructure improvements, environmental hazards, and generally unsafe and unsanitary living conditions.

In 2012, the Contra Costa County Local Agency Formation Commission (LAFCO) identified one unincorporated “island” community within the Clayton sphere of influence. However, income levels within this area are higher than 80 percent of the statewide median. Thus, there are no DUCs within or adjacent to the Clayton sphere of influence.

3.0 ENERGY CONSERVATION OPPORTUNITIES

Parts 6 and 11 of Title 24 in the California Uniform Building Code require the implementation of construction standards and other energy-efficiency techniques that will result in reduced energy use in newly built residences. Clayton residents are eligible to participate in a number of energy efficiency and conservation programs, including:

- The Contra Costa County Weatherization Program provides no-cost weatherization upgrades to income-qualifying residents (<http://ca-contracostacounty.civicplus.com/index.aspx?nid=282>).
- Energy Upgrade California offers rebates for whole house retrofits in Contra Costa County. Income-qualifying residents are eligible for additional rebates. The Energy Upgrade California website (https://tools.energyupgradeca.org/county/contra_costa/incentives) also provides links to rebates for numerous energy conservation, energy efficiency, and renewable energy projects.
- Multi-family buildings of five or more units in Contra Costa may be eligible for property-assessed financing for energy efficiency through California FIRST.
- Pacific Gas and Electric (PG&E) offers rebates for solar water heaters, pool pumps, and appliances including water heaters and washing machines.
- Income-qualifying households are eligible for Single-family Affordable Solar Homes (SASH), which provides upfront rebates to help low-income homeowners access the benefits of solar power.

A complete list of residential energy efficiency rebates is available at: <http://ca-contracostacounty2.civicplus.com/4344/Home-Energy-Efficiency>. Residents may also employ simple measures in an effort to reduce energy consumption and, hence, overall demand. The measures include:

- Change incandescent lighting to fluorescent or compact fluorescent lighting.
- Installation of whole house cooling fans to rapidly cool warm houses in the summer.
- Installation of rooftop solar power-generating panels to supply hot water and electricity for daily needs (see Solar and Energy Efficiency District discussion below).
- Replacement of household appliances that do not meet state seasonal energy efficiency ratio (SEER) guidelines with more efficient ones.
- Implementation of more traditional methods of conservation and increasing energy efficiency such as:
 - Modification of thermostat levels.

- Weatherization.
- Shifting demand to non-peak consumption periods.
- Installation of shade screens and planting of shade trees.

The City will encourage and maintain energy efficiency in new and existing housing through the performance of Implementation Measures V.1.1 and V.1.2 to provide energy conservation brochures at City Hall and the Community Library and to develop standards to allow energy self-sufficiency and generation projects.

In addition, the City will investigate opting in to a Property Assessed Clean Energy (PACE) program to provide a low-cost financing option for energy efficiency, water efficiency, and renewable energy home improvements for Clayton home owners. Such programs include Home Energy Renovation Opportunity (HERO) program and Figtree PACE. Implementation Measure V.1.3 commits the City to exploring these programs and participating, if appropriate.

4.0 POTENTIAL CONSTRAINTS

4.1 Governmental Constraints

While local governments have little influence on market factors such as interest rates, their policies and regulations can affect the type, amount, and affordability of residential development. Since governmental actions can constrain development and affordability of housing, state law requires that the Housing Element “address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing” (Government Code Section 65583(c)(3)).

City regulations that affect residential development and housing affordability include policies, standards, and procedures set forth in the Land Use Element of the General Plan, Specific Plans, and the Zoning Ordinance.

Land Use Controls

General Plan

The General Plan is the City’s principal land use policy document. The City adopted its first General Plan in July 1971. The General Plan was updated in 1985 with periodic amendments, most recently in April 2012. **Table 32** shows the General Plan land use categories that allow for residential uses, along with density ranges and the types of residential uses allowed. The General Plan provides for single- and multi-family housing in a range of densities from 1.0 to 20 units per gross acre.

Table 32. General Plan Residential Land Use Categories

Land Use Category	Density Range (units/gross acre)	Allowed Residential Uses
Rural Estate	Up to 1.0	Single-family detached estates
Single-Family Low Density	1.1 to 3.0	Single-family detached houses
Single-Family Medium Density	3.1 to 5.0	Planned unit developments and single-family subdivisions
Single-Family High Density	5.1 to 7.5	Patio homes, zero lot line homes, and cluster homes in a planned unit development (PUD)
Multi-Family Low Density	7.6 to 10.0	Cluster units such as townhouses, garden units, and other types of PUDs, including single-family detached dwellings
Multi-Family Medium Density	10.1 to 15.0	Multi-family units
Multi-Family High Density	15.1 to 20.0	Two-story (or higher) apartments or condominiums. Development within this density is encouraged to utilize the PUD concept and standards.
Institutional	7.6 to 20 units	Various forms of elderly housing

Source: City of Clayton General Plan Land Use Element

Town Center Specific Plan

The City adopted the Town Center Specific Plan in 1990 and amended it in 1998, 2001, 2004, 2007, 2008, and 2012. The Town Center has served as the City's historic commercial center since Clayton's inception. The Town Center Specific Plan aims to preserve the unique characteristics of this small center, while facilitating new development and reuse of underutilized private properties.

The Specific Plan calls for a combination of commercial and residential land uses in the Clayton Town Center. Residential designations include: Multi-Family Low Density (7.6 to 10 dwelling units per acre [du/acre]), Multi-Family Medium Density (10.1 to 15 du/acre), Multi-Family High Density (15.1 to 20 du/acre), and Institutional Residential (7.6 to 20 du/acre).

In addition to the sites designated for residential uses, the Specific Plan permits residential uses to be constructed on all floors, except ground level, in mixed-use developments. In areas designated Town Center (TC) Commercial, residential uses are allowed on upper stories, subject to the development review standards set forth in the Town Center Specific Plan.

Development standards for the TC Commercial area do not specifically regulate residential densities of commercial sites; rather applicants submit development proposals that must satisfy various requirements, including those pertaining to open space, stormwater compliance, and parking. The remaining available space is available for development.

The City will continue promote mixed-use and affordable housing development in the Town Center Specific Plan area through Policy I.4 and Implementation Measure I.4.1.

Zoning

The provisions of the Clayton Zoning Ordinance implement the policies and standards set forth in the General Plan. The Zoning Ordinance permits residential development in the following districts:

- Single-family residential district – The following designations are included in the single-family zones: R-10, R-12, R-15, R-20, R-40, and R-40-H.
- Multi-family residential district – The following designations are included in the multi-family zones: M-R, M-R-M, and M-R-H. Although there are no parcels currently designated M-R-H, the City maintains the designation for future use.
- Planned development district – The following designation is used to denote planned development districts: PD.

The Zoning Ordinance establishes the types of allowed residential uses as well as residential development standards for each zoning district. Development standards are intended to protect the safety and welfare of the City's residents and preserve community character.

Development Standards

Table 33 summarizes the development standards for residential zoning districts. The maximum residential density allowed is one unit per 2,000 square feet of lot area in the M-R-H district, which is equivalent to approximately 20 dwelling units per gross acre. The Zoning Ordinance provides for small lot and zero lot line development in the PD district.

Table 33. Residential Development Standards

District	Min. Lot Area per Dwelling	Setback			Height (max.)	Open Space (min.)
		Front Yard (min.)	Rear Yard (min.)	Side Yard ¹ (min./aggregate)		
R-10	10,000 sf	20 ft	15 ft	10/20 ft	35 ft	n/a
R-12	12,600 sf	20 ft	15 ft	10/25 ft	35 ft	n/a
R-15	15,000 sf	20 ft	15 ft	10/25 ft	35 ft	n/a
R-20	20,000 sf	25 ft	15 ft	15/35 ft	35 ft	n/a
R-40	40,000 sf	40 ft	15 ft	20/40 ft	35 ft	n/a
R-40-H	40,000 sf	40 ft	15 ft	20/40 ft	35 ft	n/a
M-R	6,000 sf (3,000 sf/unit)	20 ft	15 ft	15 ft	35 ft, 20 ft ²	25%
M-R-M	6,000 sf (1,800 sf/unit)	20 ft	15 ft	15 ft	35 ft	20%
M-R-H	9,000 sf (1,000 sf/unit)	20 ft	15 ft	15 ft	40 ft, 35 ft ²	20%
PD	Underlying GP designation	n/a	n/a	n/a	n/a	20% ³

Source: City of Clayton Zoning Ordinance 2014

¹ Standards shown are for interior lots. Refer to the Zoning Ordinance for side yard standards for corner lots.

² Twenty feet when District abuts (within 50 feet) any single-family residential district.

³ Affordable housing projects may be allowed to provide less than 20 percent of the project site as open space subject to approval by the Planning Commission.

Parking

New residential development is required to provide parking as shown in Table 34.

Table 34. Residential Parking Requirements

Requirement	Description
Single-family	4 per unit (2 must be fully enclosed and 2 may be tandem)
Small lot single-family (<4,000 sf net lot area, Multifamily General Plan Designation)	2 per unit (1 must be covered and 1 may be tandem), 0.5 guest spaces per unit
Duplex	2 per unit (1 must be covered and 1 may be tandem), 0.5 guest spaces per unit
Multiple-family	
Studio	1 per unit (covered)
1-bedroom	1.5 per unit (1 must be covered)
2+ bedroom	2 per unit (1 must be covered)
Guest parking	0.5 per unit
Group residential	1 per sleeping room plus 1 per 100 sf of assembly or common sleeping areas

Source: City of Clayton Zoning Ordinance 2014

These parking requirements may be reduced for projects zoned PD (e.g., Oakhurst provides only 1.5 parking spaces for its zero lot line units) with a supporting parking analysis and may be reduced for Affordable Housing Opportunity sites with a supporting parking analysis. As stated in Implementation Measure II.2.1, the City will provide flexibility in the application of parking standards for development projects that include affordable units.

Permitted Residential Uses

Table 35 provides a summary of the residential use types that are permitted or permitted subject to the approval of a use permit, and uses that are not allowed in residential zoning districts.

Table 35. Residential Use Permit Requirements

Residential Use Type	R-10	R-12	R-15	R-20	R-40	R-40-H	M-R	M-R-M	M-R-H	LC	TC
Single-family dwelling	P	P	P	P	P	P	UP	UP	UP	--	--
Second dwelling unit	P	P	P	P	P	P	P	P	P	--	--
Duplex residential	--	--	--	--	--	--	P	P	P	--	--
Multi-family residential (triplex, condominiums, apartments, etc.)	--	--	--	--	--	--	P	P	P	--	--
Residential above commercial	--	--	--	--	--	--	--	--	--	--	P
Residential care home (≤6 persons)	P	P	P	P	P	P	--	--	--	--	--
Residential care homes (>6 persons)	UP	UP	UP	UP	UP	UP	--	--	--	--	--
Manufactured dwelling unit	P	P	P	P	P	P	--	--	--	--	--
Transitional and supportive housing	P	P	P	P	P	P	P	P	P	--	--
Single-room occupancy (SRO)	--	--	--	--	--	--	--	--	--	UP	--

P = permitted (by right)

UP = Use Permit

-- = not permitted

Source: City of Clayton Zoning Ordinance 2014

Second Dwelling Units

A second dwelling unit is an additional self-contained living unit, either attached to or detached from the primary residential unit on a single lot. It has cooking, eating, sleeping, and full sanitation facilities. To encourage establishment of second dwelling units on existing developed lots, state law requires cities and counties to either adopt an ordinance based on standards set out in the state law or allow second units ministerially per state requirements.

In April 2004, the City adopted a second dwelling unit ordinance that follows the requirements of state law (Government Code Section 65852.1) in allowing second dwelling units on any single-family residential lot subject to ministerial review (and on multi-family lots subject to Planning Commission approval). Second units are subject to specific development requirements, as described in **Table 36**.

Table 36. Second Unit Development Standards

Requirement	Description
Zoning Districts	Per Zoning Code Chapter 17.47 second dwelling units are allowed in all residential districts that allow single-family dwellings.
Setbacks	Same as the principal structure unless located in a PD zone.
Height	Attached units shall not exceed the principal structure height; detached units shall not exceed one story or 15 feet, whichever is less.
Parking	1 uncovered space per bedroom
Unit size	Units between 250 and 750 square feet (one bedroom) require ministerial review Units between 751 and 1,000 square feet maximum (up to two bedrooms) requires Planning Commission review
Architectural compatibility	Must incorporate similar or complementary architectural features as the principal and surrounding structures

Source: City of Clayton Zoning Ordinance 2014

Second dwelling unit applicants must pay a processing fee of \$269 for staff level administrative review applications. For second dwelling unit applications that require Planning Commission review, a minimum processing fee deposit of \$1,000 is required. Second unit development is not constrained by the City's land use controls. However, the Contra Costa Water District (a special district public agency) charges a fee of approximately \$24,125 for second unit 5/8" water hookup (fees vary based on unit size). This connection fee may be a constraint to the development of second units, as there have been few second unit permits processed since the 2004 amendment of the Municipal Code. The City will continue to support efforts to construct second dwelling units on new and existing single family-zoned lots (Policy I.3). Implementation Measure I.3.1 commits the City to publicizing information about second unit development in the City's general application packet as well as on the City's website.

Residential Care Facilities

Residential care facilities or group homes for persons with disabilities are allowed in the city. Facilities for six or fewer persons are allowed by right in all residential districts pursuant to the state Health and Safety Code Section 1566.3. Facilities for seven or more persons are allowed with a use permit in accordance with Chapter 17.46 of the Zoning Ordinance and must meet the following standards:

- The applicant must maintain an operating license from the applicable state and county agencies.
- The residential care home shall be located within a detached single-family dwelling.
- Sufficient off-street parking spaces shall be provided in addition to the required off-street parking to serve the dwelling.
- Signs are not allowed.

- Each residential care facility shall be located at least 1,000 feet from another such facility.
- The dwelling must comply with the Uniform Building Code and State standards for accessibility by disabled persons.

Manufactured Homes

In 2009, the City amended the Zoning Ordinance to allow manufactured housing on any residential lot subject to the standards applicable to site-built housing in accordance with state law. The Zoning Ordinance now treats manufactured housing as a single-family use type, includes a definition for manufactured housing, and allows manufactured housing on a permanent foundation in all residential zones that allow for single-family homes, subject to site plan and design review

Emergency Shelters

In compliance with SB 2 (2007), the City amended its Zoning Ordinance in 2013 to define emergency shelters and allow them by right (without discretionary approval) in at least one zoning district. Emergency shelters are now an allowed use in the Public Facilities district, subject to specific development and management standards, including but not limited to:

- Emergency shelters must be located a minimum of 300 feet from residential buildings and schools, and at least 300 feet from other shelters.
- The maximum number of beds in a single shelter is 10.
- Individuals may stay no longer than 180 consecutive days in a consecutive 12-month period.
- Off-street parking must be provided in the ratio of one space for every three beds plus one parking space per staff member per shift.
- The shelter must provide an operational plan to the Community Development Director.

Refer to Section 17.36.082 for a comprehensive list of emergency shelter requirements. There are six sites zoned Public Facilities. The site identified as most viable for an emergency shelter is the north portion of the City's 4.73 acre property located at 6125 Clayton Road which houses its community library and several idle historical buildings. The site is directly served by public transit (a regional bus that connects to Bay Area Rapid Transit) as well as services and public amenities.

Transitional and Supportive Housing

SB 2 also requires that all jurisdictions define and allow transitional and supportive housing. Transitional facilities offer short-term housing (at least six months' stay); supportive housing types are those that offer permanent housing situations that are occupied by a target population (persons with AIDS, persons with mental or development disabilities, persons with chemical dependency, etc.) and may have on- or off-site services linked to the housing.

The City amended its Zoning Ordinance in 2012 to define supportive housing and transitional housing and allow both as permitted uses in all residential zoning districts, subject only to the permit processing requirements as other similar use types in the same zone (site plan review, design review, etc.).

Single-Room Occupancy Units (SRO)

Assembly Bill (AB) 2634 (2006) requires the quantification and analysis of existing and projected housing needs of extremely low-income households. Housing Elements must also identify zoning to encourage and facilitate housing for extremely low-income persons, of which two common types are supportive housing and single-room occupancy units (SRO).

Extremely low-income households typically include persons with special housing needs, including but not limited to persons experiencing homelessness or near-homelessness, persons with substance abuse problems, and persons with mental illness or developmental disabilities.

In 2012, the City amended its Municipal Code to explicitly define SRO housing as a type of residential hotel offering one-room units for long-term occupancy by one or two people. SROs may have kitchen or bath facilities (but not both) in the room. The City allows development of SROs in the Limited Commercial (LC) zoning district with a use permit.

Accommodation of Persons with Disabilities

The City has taken significant steps to improve housing accessibility for persons with disabilities. In 2013, the City adopted a universal design ordinance to ensure that new housing is adaptable and accessible for persons with disabilities. In 2012, the City adopted a reasonable accommodations ordinance (Chapter 15.90 of the Municipal Code) to allow for variations in the application of zoning codes and policies to accommodate persons with disabilities; amended the Zoning Ordinance to define and allow supportive housing facilities as described above; and amended the definition of "family" to remove restrictions on the number of unrelated persons that may be considered a family.

In 2008, the City Council approved its Americans with Disabilities Act (ADA) Transition Plan. The plan included an evaluation of barriers for persons with disabilities and included steps to remove such barriers. The plan mandates that the City Community Development and Engineering departments periodically evaluate their procedures for land use permit processing and public participation to ensure that reasonable accommodations are made for individuals with disabilities and all are in compliance with fair housing laws. As a result of plan implementation, all City facilities, offices, and meeting rooms have been upgraded to be accessible and compliant with ADA requirements, and the City has a program for installation of wheelchair-accessible ramps at street intersections.

The City has two special needs facilities that cater to persons with disabilities. In 1992, the City approved the Kirker Court development, which provides 20 units for persons with mental disabilities. In 1999, the City approved the Diamond Terrace project, which created 86 units for seniors, many of whom have disabilities and require special accommodations in their housing units.

and other project facilities. The City, through its now defunct Redevelopment Agency, financially participated to support the establishment of both facilities.

The City also offers reduced parking requirements for residential developments that serve seniors and persons with disabilities. The residential parking requirement for seniors or persons with disabilities is one parking space per dwelling unit, while standard single-family residential units require four parking spaces per unit.

As stated in Policy II.1 and Implementation Measure II.1.1, the City will work to provide housing opportunities for persons and households with disabilities through coordination with housing providers and assistance with funding application. The City will also continue to offer reasonable accommodations to ensure that City standards and policies do not impede housing opportunities for disabled households (Policy IV.3 and Implementation Measure IV.3.1) and continue to implement the universal design ordinance (Policy IV.3.2).

Density Bonus

The City amended its Zoning Ordinance in 2009 to add specific density provisions in keeping with state law. As detailed in Chapter 17.90 of the Municipal Code, the City offers a density bonus of up to 35 percent and a variety of incentives/concessions to promote affordable housing. Implementation Measure II.2.1 confirms the City's ongoing commitment to the density bonus program.

Affordable Housing Plan

As described in Implementation Measure I.2.1, developments of 10 or more units are subject to an Affordable Housing Plan requirement. The City has established the specific guidelines for the review and preparation of Affordable Housing Plans. These criteria do not present a constraint to the development of housing but help to ensure that housing affordable to households at a wide range of income levels is built in the city. As described below, the City offers a variety of incentives to developers and will consider incentives not specifically listed.

The Affordable Housing Plan must be submitted and approved in conjunction with the earliest stage of project entitlement, typically with the City Council approval of the primary land use entitlement and/or a development agreement.

The Affordable Housing Plan must include the following:

- The number of dwelling units that will be developed as affordable to very low-, low-, moderate-, and above moderate-income households (the City desires that at least 5 percent of all project units be affordable to very low-income households and at least 5 percent of all project units be affordable to low-income households).
- The number of affordable ownership and rental units to be produced. Such split shall be approved by the City Council based on housing needs, market conditions, and other relevant factors.

- Program options within Affordable Housing Plans may include, but are not limited to:
 - Actual production (on-site or off-site) of affordable units (including ownership and rental opportunities in the form of corner units, halfplexes, duplexes, cottages, creative alternative housing products, etc.)
 - Land dedication (on-site and off-site).
 - Payment of in-lieu fees.
- The timing for completion of affordable housing obligations.
- At the City Council's discretion, land or other contributions provided by developers as specified within Affordable Housing Plans may be utilized to augment City efforts and the efforts of its nonprofit partners to provide affordable housing opportunities to all income levels throughout the community. The City will pursue supplemental funding to allow affordability to households earning less than 50 percent of area median income.
- In order to ensure the production and preservation of housing affordable to the City's workforce, no productive, reasonable program or incentive option will be excluded from consideration within project-specific Affordable Housing Plans. Incentives may include, but are not limited to:
 - Density bonuses
 - Fee waivers or deferrals (as reasonably available)
 - Expedited processing/priority processing
 - Reduced parking standards
 - Technical assistance with accessing funding
 - Modifications to development standards (on a case-by-case basis)

The size of property, the surrounding land uses, the purchase price of the real property, and the current market conditions (i.e., competition) are all factors that may be considered in the preparation of proposed Affordable Housing Plans. Each development project is unique, as are the incentives and specific affordable housing requirements applied. The flexibility of this menu approach allows the City and developer to agree to terms that meet the intent of providing affordable housing while ensuring that the proposed development remains feasible.

Growth Management Program (Measure C)

In 1988, Contra Costa County voters approved a half-cent sales tax to fund a transportation improvement and growth management program (Measure C). This program addresses congestion problems by funding transportation improvement projects and establishing a process involving all of the cities in Contra Costa County, including Clayton, to cooperatively manage the impacts of growth.

The overall goals of the program are to relieve congestion created by past development through road and transit improvements funded by the sales tax increase and to prevent future development decisions from resulting in the deterioration of services. To be eligible for sales tax funds, the Growth Management Program requires that each participating city and town and the County take several actions including:

- Adopting a Growth Management Element of the General Plan to address the impacts of growth.
- Committing to managing congestion by adopting and applying traffic service standards to ensure that new development will not significantly worsen traffic on streets, roads, and regional routes.
- Reducing dependency on the single-occupancy automobile through use of transportation systems management for each jurisdiction's large employers or an alternative mitigation program for areas that are primarily residential in character.
- Ensuring that new development pays its own way through mitigation and fee programs.
- Reducing the number and length of automobile commute trips by addressing housing options and job opportunities at the local, regional, and countywide level.
- Adopting a Housing Element certified by the California Department of Housing and Community Development.

The Contra Costa Transportation Authority is responsible for ensuring that these objectives and requirements are met. Periodically, it evaluates whether each city, town, and the County is participating fully, based on a compliance checklist. Each year that a locality is found in compliance with the Growth Management Program, it receives a share of the local sales tax increase that will be used for local street improvements and related activities.

In 1992, the City adopted the Growth Management Element of the General Plan pursuant to the requirements of Measure C. This element establishes goals, policies, and standards for traffic service and other public facilities and services. Specifically, the element requires the preparation of traffic studies for large developments and prohibits the City from approving projects that will cause levels of service at any designated intersection to fall below the standards set in the element (i.e., level of service D). The element also sets standards for police emergency response time, parks, fire emergency response time, sanitary sewers, water services, and flood control. In effect, the standards

contained in the Growth Management Element formalize mitigation measures that are typically required under the California Environmental Quality Act (CEQA) on a project-by-project basis. None of these standards are expected to constrain housing development in Clayton beyond the level currently imposed by state environmental regulation.

In November 2004, Contra Costa County voters approved Measure J by over a two-thirds majority. Measure J extended the half-cent sales tax for transportation improvements until 2034. Measure J requires jurisdictions to demonstrate progress on providing housing opportunities by comparing the number of units approved within the previous five years with the number of units needed to meet the objectives established in the jurisdiction's Housing Element. It further requires each city to periodically certify it has not violated its Urban Limit Line (ULL) boundary and accompanying regulations for orderly growth in order to be eligible for Measure J funds.

The adopted Growth Management Element does not restrict the number of new homes that are permitted to be built. The element intends to use the increased tax revenue for transportation improvements to ensure that development and growth are orderly and not restricted. Measure J requires that the City monitor progress toward meeting Clayton's housing objectives. The City has determined that its Growth Management Element does not constrain the maintenance, improvement, or development of housing for all income levels.

Development Processing Procedures, Standards, and Fees

Permit Processing Procedures

Housing development projects proposed in Clayton are subject to one or more of the following review processes or permits: environmental review, zoning, subdivision review, planned unit development, site plan review, use permits, and building permits.

The City does not have an in-house building department and instead contracts with the Contra Costa County Building Inspection Division to administer its building permit process. To proceed with a residential development, the developer first obtains the required project specific development entitlement approvals from the City. The developer then submits construction plans for zoning compliance review. The developer then applies for sewer and water service. The City of Concord provides sewer service in Clayton under contract with Clayton. The Contra Costa Water District, an independent special district public entity, provides water service. Once the developer has obtained these approvals, the developer submits plans to the County Building Inspection Division for plan check and a building permit. The County also provides building inspection services and grants certificates of occupancy for the project.

The City created and offers a development handbook that provides applicants with an overview of its development approval process. The guide is intended to minimize uncertainty in the process and reduce the time applicants spend seeking development approval. The Clayton Community Development Department also encourages no-cost pre-application meetings so that the City can provide assistance and direction to applicants prior to application review. The City has found that the pre-application meetings reduce the time spent approving development applications and create opportunities for public/private development ventures.

Permit Processing Time Frames

Table 37 shows typical permit processing times in Clayton. Typical processing times include both discretionary and non-discretionary permit processing times and take into account the time required to obtain permits from both Contra Costa County and the City. For example, a “typical” development project that requires a use permit and site plan review from the City and a building permit from Contra Costa County would take approximately eight weeks to process (i.e., six weeks for the use permit and site plan which would be processed concurrently, and two weeks for a building permit).

The City’s permit processing procedures include an assessment of the potential environmental impacts of the proposed project. If a project requires environmental review, additional processing and time is required. State law under CEQA mandates these review procedures. Many of the environmental regulations have protected the public from significant environmental degradation and from development of certain projects on inappropriate sites, and have given the public an opportunity to comment on project impacts. This process does, however, increase the time needed for approval of a project.

A single-family residential subdivision requires approval of a Tentative Subdivision Map and a multi-family project requires the approval of a Development Plan Permit. Both proposals require actions by the Planning Commission and the City Council. If the level of environmental review is a negative declaration (ND) or a mitigated negative declaration (MND) for these proposals, then the typical processing time for these planning entitlements is four to six months from the time an application is deemed complete. If the level of environmental review is an environmental impact report (EIR), then the typical processing time, from the time the application is deemed complete, is approximately 12 months.

Table 37. Typical Permit Processing Times

Type of Application	Estimated Processing Time* (following formal acceptance)
General Plan Amendment	20 - 26 weeks
Rezoning	20 - 26 weeks
Use Permit	6 - 10 weeks
Variance	6 - 10 weeks
Planned Development	20 - 26 weeks
Subdivision (Tentative Map)	20 -26 weeks
Subdivision (Final Map)	Varies
Site Plan Review	6 -10 weeks
Zoning Review (City staff)	1 - 2 weeks
Building Permit (County Building Inspection Div.)	2 - 3 weeks

Sources: City of Clayton; Contra Costa County

*These times assume environmental review is not required and that the application is deemed complete.

Planned Development Districts

A Planned Development (PD) district requires a subsequent development plan permit. The permit request must meet the requirements set forth in Section 17.28 of the Clayton Municipal Code and be approved by the City Council. An approved PD district provides applicants with flexibility in land use controls, including residential land use controls.

To facilitate multi-family development on PD sites, in 2014 the City amended the PD zoning district standards to allow multi-family developments with a General Plan land use designation of Multi-Family High Density (MHD) to be processed with only site plan review (rather than development plan review as was previously required) if applicants choose to adhere to M-R-H zoning district development standards. This change was intended to create a predictable path for development on sites designated MHD.

Development Plan Review

The PD district provides developers and the City with the flexibility to accommodate projects on sites which are constrained by various physical factors such as flooding, slopes, restricted access, or cultural resources. The development plan process allows creativity in the application of various standard development requirements including setbacks, height limitations, lot coverage, vehicular access, parking, and architectural design. Since development plans may involve the relaxation of various standards, Planning Commission and City Council review is required. The standards of review are listed in the Zoning Ordinance and focus upon ensuring that a better development will result than would occur with a non-flexible zone and ensuring protection of usable and natural open areas.

Site Plan Review

Site plan review is required for new single-family dwellings, multi-family dwellings, and certain types of residential additions. Typically, the process is initiated by staff meeting with the applicant to review the project. The applicant submits an application and the processing fee/deposit. Neighboring property owners are notified and a staff report is prepared. The Planning Commission reviews the project at a public hearing to examine compatibility with surrounding residences, solar rights, privacy, safety, and views. The site plan review process takes approximately six to ten weeks. Following site plan approval, the applicant submits construction drawings for an initial conformance review by the City's Community Development Department staff and then to the County Building Inspection Division.

Since specific criteria listed in the Zoning Ordinance are used in the evaluation and approval of projects, the site plan review process is generally predictable and does not add great time or expense to residential development.

Design Review

Residential development projects in Clayton are subject to a basic design review process that is a component of the site plan review process. This process ensures that new residential development is compatible with surrounding residences and protects the solar rights, privacy, safety, and views of existing development. The requirements for design review are described in the Town Center Specific Plan, the Marsh Creek Road Specific Plan, the Zoning Ordinance, and the General Plan. These documents are described as follows:

- **Marsh Creek Road Specific Plan:** The Marsh Creek Road Specific Plan contains design and development standards that require designers and builders to retain and enhance the character of the planning area as it develops. The guidelines address site planning, creek corridors, ridgeline and hillside protection, streetscape and landscape architecture, residential architecture, energy and resource conservation, and commercial development.
- **Town Center Specific Plan:** The Town Center Specific Plan contains design guidelines that provide guiding principles rather than strict requirements to ensure flexibility in meeting the intent of the guidelines. The guidelines address several topics such as site design, architectural character, landscape character, preservation of historic buildings, relationship of new to existing development, parking, and signage.
- **General Plan:** The General Plan contains a Community Design Element with objectives, policies, and implementation measures that address overall community design, scenic highways, and design standards for the Town Center.
- **Zoning Ordinance:** The Zoning Ordinance protects solar rights, privacy, safety, and views of existing development through height and setback restrictions.

The design review process ensures that new residential development preserves basic aesthetic principles and does not affect entitlements by allowing additional conditions to be placed on the project. The design review process adds proportionately insignificant costs to residential development and therefore is not a constraint to affordable housing.

On- and Off-Site Improvement Requirements

The City requires the installation of certain on- and off-site improvements to ensure the safety and livability of its residential neighborhoods. On-site improvements typically include streets, curbs, gutters, sidewalks, and utilities, and amenities such as landscaping, fencing, street lighting, open space, and park facilities. Off-site improvements typically include:

- Road improvements, including construction of sections of roadway, medians, sidewalks, bicycle lanes, and street lighting.
- Drainage improvements, including improvement to sections of channel, culverts, swales, and pond areas (Contra Costa County Flood Control District requirements).

- Sewage collection and treatment (Contra Costa Sanitary District requirements).
- Water system improvements, including lines, storage tanks, and treatment plant (Contra Costa Water District requirements).
- Public facilities for fire, school, and recreation.
- Geological hazard repair and maintenance where appropriate.

The type of improvements required depend upon the improvements that exist prior to development. If, for example, a vacant lot is improved with curb, gutters, and sidewalks, then the developer is not required to reinstall these. All typical improvements discussed above are required for residential development if they are absent prior to development.

Typically, on- and off-site improvement costs are passed on to the homebuyer as part of the final cost of the home. Clayton does not require on- and off-site improvements beyond what is typically required in other jurisdictions and therefore does not consider these improvements to be a constraint to the development of housing for all income levels.

Construction and Housing Codes

Building Code and Code Enforcement

The City has a small Code Enforcement team. Code Enforcement receives and follows up on complaints from citizens about matters ranging from poorly maintained properties, including foreclosed properties, to boats, recreational vehicles, and trailers illegally parked on private properties. Enforcement tactics include verbal contacts, written courtesy notices, and formal notices of violation. These efforts are essential in maintaining the quality and appearance of the built environment in Clayton. Code Enforcement coordinates as needed with other local agencies, including representatives from the Contra Costa County Building Department, the Clayton Police Department, the Housing Authority of Contra Costa County, the Contra Costa County Mosquito and Vector Control District, and the Environmental Health Department of Contra Costa County.

Additionally, the City contracts with the Contra Costa County Building Inspection Division to provide building plan check, inspection, and occasional code enforcement services related directly to construction projects. **Table 38** shows the construction and housing codes adopted and administered by Contra Costa County for Clayton.

Table 38. Construction and Housing Codes

Code Section	Title	Remarks
15.01	Construction Regulations	No major impacts on the cost of housing
15.02	Uniform Building Code with Amendments, 2013	No major impacts on the cost of housing
15.03	California Electric Code with Amendments, 2013	No major impacts on the cost of housing
15.04	California Plumbing Code with Amendments, 2013	No major impacts on the cost of housing
15.05	California Mechanical Code with Amendments, 2013	No major impacts on the cost of housing
15.06	Uniform Housing Code with Amendments, 1997	No major impacts on the cost of housing
15.07	Building Security Construction Codes	No major impacts on the cost of housing
15.08	Sign Provisions	No major impacts on the cost of housing
15.09	California Fire Code with Amendments, 2013	No major impacts on the cost of housing
15.56	Moving Buildings regulations	No major impacts on the cost of housing
15.58	Flood Damage Prevention practices	No major impacts on the cost of housing
15.60	Grading Rules	No major impacts on the cost of housing
15.70	Tree Protection regulations	No major impacts on the cost of housing
15.80	Project Construction & Demolition Debris Recycling regulations	No major impacts on the cost of housing, although cost savings from recycling material may provide a cost savings for construction which would be passed along to tenants
15.90	Reasonable Accommodation	Provides greater flexibility in providing housing for persons with a disability
15.92	Universal Design	No major impacts on the cost of housing and will provide a housing stock that is accessible to disabled persons
Part 11, Title 24	CalGreen Green Building Code, 2013	Will reduce the demand for household energy and therefore decrease the cost of maintaining a household

Sources: City of Clayton, County Building Inspection Division, and County Fire Protection District

Development Fees

The City collects development fees to help cover the costs of permit processing and environmental review. As shown in **Table 39**, Community Development Department fees are billed at the cost per hour per employee. Fees collected by the City in the review and development process cannot and do not exceed the City's costs for providing these services. Applicants must submit a deposit in the specified amount upon submittal of an application.

Table 39. Community Development Department Fees

Item	Fee
Annexation	Time, \$5,000 min. deposit
General Plan amendment	Time, \$5,000 min. deposit
Prezoning	Time, \$5,000 min. deposit
Rezoning	Time, \$5,000 min. deposit
Zoning Ordinance amendment	Time, \$5,000 min. deposit
Site Plan Review Permit (initial permit or amendment)	Time, \$1,000 min. deposit
Development Plan	Time, \$5,000 min. deposit
Environmental Impact Report (EIR)	Time, \$5,000 min. deposit
Mitigated Negative Declaration (MND)	Time, \$2,500 min. deposit
Negative Declaration (ND)	Time, \$1,500 min. deposit
Use Permit - Residential - Planning Commission review	Time, \$1,000 min. deposit
Second Dwelling Unit Permit - administrative review	\$269
Tree Removal Permit - admin. review w/out notice	\$10/tree (min. \$33)
Tree Removal Permit - admin. review with notice	\$50/tree (min. \$108)
Tree Removal Permit - Planning Commission review	Time, \$500 min. deposit
Variance (residential)	Time, \$1,000 min. deposit
Appeal - administrative decisions	\$53
Appeal - residential Planning Commission decisions	\$269
Tentative Subdivision Map application	Time, \$5,000 min. deposit
Parcel Map application	Time, \$2,000 min. deposit
Lot line adjustment	Time, \$1,000 min. deposit
Lot merger	Time, \$2,000 min. deposit
Habitat Conservation Plan	Time, \$1,000 min. deposit

Source: City of Clayton Community Development Department Fee Schedule 2013-14, per CC Reso. No. 31-2013

Note: Fees may be adjusted (some are linked to increases based on the Consumer Price Index). Contact the Community Development Department for the most recent fee schedule.

The City and applicable districts collect development impact fees for the provision of services such as water, sewers, storm drains, schools, and parks and recreation facilities. These fees are generally assessed based on the number of units in a residential development with the exception of the school district fee collected by the Mount Diablo Unified School District (MDUSD), which determines permit fees based on square footage. Fees charged for building permits are based on the construction values as prescribed by the Uniform Building Code. **Table 40** shows development fees for the City.

Table 40. Development Impact Fees

Item	Responsible Agency	Fee Per Unit	
		Single-Family	Multi-Family
Building Permit, plan check and building inspection ¹	County Building Inspection Dept.	\$6,153	\$2,128
School fees (\$2.97/sf)	Mt. Diablo Unified School District	\$5,940 ²	\$3,564 ²
Fire fees	County Fire Protection District	\$571	\$284
Community facilities development	City of Clayton	\$450	\$125
Parkland dedication	City of Clayton	\$2,569	\$1,666 ⁴
Off-site arterial street improvement	City of Clayton	\$1,456	\$1,019
Child care ³	City of Clayton	\$205	\$205
Sewer connection	City of Concord	\$5,043	\$3,731 ⁵
Water connection ⁶	Contra Costa Water District	\$24,262	\$24,262
Total		\$46,649	\$37,109

Sources: City of Clayton Development Impact and Related Fees Schedule 2013-14; Contra Costa County; Contra Costa Water District; City of Concord; Mount Diablo Unified School District

¹ Fees are based upon building valuation and square footage. Assumes a 2,000-square-foot single-family house and a 1,200-square-foot multi-family unit.

² Assumes the construction of a 2,000-square-foot single-family home and a 1,200-square-foot multi-family unit.

³ Senior housing, second-dwelling units, affordable housing units, and churches are exempt.

⁴ \$2,180.00 per unit in a duplex.

⁵ Fee is \$3,731 per unit for a two-bedroom multi-family unit and \$2,774 for a one-bedroom multi-family unit.

⁶ Fee listed is for a 5/8" connection (20 gpm); the fee is \$32,053 for a 3/4" connection (30 gpm).

As presented in **Table 40**, a developer can expect to pay roughly \$46,649 in impact fees for the construction of a 2,000-square-foot single-family home and \$37,109 for each 1,200-square-foot multi-family dwelling unit. The cost of fees for a single-family home is roughly 15 percent of the cost of construction. Note that totals do not include planning fees, which vary based on the level of review needed and actual time needed to process an application.

Development fees in Clayton are typical for fees associated with residential development in the Bay Area. A large portion (\$24,262) of the total fees associated with residential development in the city is for water connections, which are provided by the Contra Costa Water District (special district) for jurisdictions located in Contra Costa County. The City also relies on the County's Department Conservation and Development – Building Inspection Division for building permit, plan review and inspection services. The City's pre-application meetings and application referral process assist with expediting the permit review period at the County level.

4.2 Non-Governmental Constraints

The availability and cost of housing is strongly influenced by market factors in the desirable Bay Area over which local government has little or no control. State law requires that the Housing Element provide a general assessment of these constraints. This assessment can serve as the basis for actions which local governments might take to offset the effects of such constraints. The primary market constraints to the development of new housing are the costs of constructing and purchasing new housing. These costs can be broken down into three categories: land, construction, and financing. For the most part, housing cost components in Clayton are comparable to those in other parts of the Bay Area.

Land Costs

Costs associated with the acquisition of land include the market price of raw land and the cost of holding land throughout the development process. These costs can account for as much as half of the final sales prices of new homes in very small developments or in areas where land is scarce. Among the variables affecting the cost of land are its location, its amenities, the availability of public services, and the financing arrangement made between the buyer and seller.

Land costs vary significantly in accordance with a variety of factors, including proximity of urban services. Due to low inventories of vacant lands and land for sale in Clayton, it is difficult to estimate the cost per acre of land in the city. The inventory of vacant land parcels in the neighboring City of Concord includes properties that are near the Clayton boundary line. Undeveloped land zoned for residential development on these properties is listed from \$600,000 per acre to as high as \$4 million per acre. It is recognized that the high cost of land constrains developers' ability to develop affordable housing. Unfortunately, there is little the City can do to lower the cost of land in the private market.

Construction Costs

Factors that affect the cost of building a house include the type of construction, materials, site conditions, finishing details, amenities, and structural configuration. An Internet source of construction cost data (www.building-cost.net), provided by the Craftsman Book Company, estimated the cost of a single-story home in Clayton to be approximately \$136 per square foot in January 2014. This cost estimate is based on a 2,000-square-foot house of good standard-quality construction including a two-car garage and central heating and air conditioning. The total construction costs

excluding land costs are estimated at approximately \$273,560. In April 2014, a local developer suggested that costs are currently closer to \$100 per square foot for large single family homes.

According to local developers, the cost to develop multi-family housing (excluding land cost) in the city is typically about \$72 per square foot. The cost to develop a 1,200 square foot multi-family apartment unit would be approximately \$86,400, making multi-family housing the more affordable housing development option on a construction cost per square foot basis.

If labor or material costs increased substantially, the cost of construction in Clayton could rise to a level that impacts the price of new construction and rehabilitation. Therefore, increased construction costs have the potential to constrain new housing construction and rehabilitation of existing housing.

Availability of Financing

Financing new residential development can be a significant cost; however, residential financing for both single family and multiple family housing is generally available. Developers of single-family projects often secure loans for land acquisition, installation of improvements, and construction. Land acquisition and development loan rates are typically the prime rate plus .5 to 2 percent, which was 3.6 to 4.5 percent in late 2013. Apartment loan rates are generally a bit lower.

Developers of affordable housing face significant challenges in securing financing. Due to the limited possible return from rents or sales prices of affordable units, many private lenders are unable to finance affordable projects due to the rate of return. Thus affordable developers must rely on community lending divisions, nonprofit institutions, grants and special loans, and local assistance.

5.0 HOUSING RESOURCES

The City utilizes local, state, and federal funds to implement its housing strategy. Because of the high cost of new construction, more than one source of public funds is required to construct an affordable housing development. The City does not act as a developer in the production of affordable units, but relies upon the private sector to develop new units with the assistance of these various funding sources.

Clayton residents may also benefit from programs that are administered by the Contra Costa County Community Development Department. For example, the Mortgage Credit Certificate Program (authorized via Section 25 of the IRS code) is targeted to households whose incomes do not exceed 115 percent of area median income. This program permits public jurisdictions to issue tax credit certificates for a portion of the mortgage interest paid by first-time homebuyers. In this program, the buyer and the lender cover most of the direct expenses.

As stated in Implementation Measures II.1.1, III.1.1, and III.1.3), the City will continue to promote the availability of existing assistance programs, assist housing providers in pursuing available funding sources, and pursue sources locally whenever available.

5.1 Housing Programs and Funding Sources

Section 8 Voucher Program

Rental assistance is available from the Housing Authority of the County of Contra Costa, which administers the Section 8 voucher program. As of 2013, only one Clayton household was receiving rental assistance from this program, which is funded by HUD. The limited number of rental housing units and the high cost of rental housing in the city make it unlikely that Section 8 participants will find units to rent in Clayton.

Funding Programs

Local, state, and federal funding programs can be used to assist first-time homebuyers, build affordable housing, and help special needs groups, such as seniors, persons with disabilities, and the homeless. Funds provided may be low-interest loans that need to be repaid, or in some instances, grants are provided that do not require repayment.

These funding programs are summarized in **Table 41**. In most cases, for-profit and nonprofit developers apply for these funds or program benefits directly. For example, nonprofit organizations apply directly to HUD for Section 202 and Section 811 loans, and developers apply to the California Tax Credit Allocation Committee for low-income tax credits. The City does not act as a developer in the production of affordable units, but relies upon the private sector to develop new units with the assistance of various funding sources. The City can help sponsor grant and loan applications, provide matching funds, or furnish land at below-market cost. However, there are also programs, such as CDBG and HOME, for which the City can apply directly to the County Community Development Department for funding. Finally, there are a few programs, such as the Mortgage Credit Certificate Program or the Lease Purchase Program, to which individual households apply directly once local or county programs have been established.

Community Development Block Grant Funds (CDBG)

The County Community Development Department also administers the CDBG and HOME programs. The County receives approximately \$3.5 million in CDBG funds annually for the 14 cities and unincorporated areas that make up the urban county. Forty-seven (47) percent of the funds are reserved for projects and programs within the urban county that address the following priorities:

- Increase the supply of multi-family rental housing affordable to and occupied by very low- and low-income households.
- Maintain the existing affordable housing stock through the rehabilitation of owner-occupied and rental housing.
- Increase the supply of appropriate and supportive housing for special needs populations.
- Assist the homeless and those at risk of becoming homeless by providing emergency and transitional housing.
- Alleviate problems of housing discrimination.

CDBG funds are used for site acquisition, rehabilitation, first-time homebuyer assistance, development of emergency and transitional shelters, and fair housing/housing counseling activities. Additional activities in support of the new construction of affordable housing include site acquisition, site clearance, and the financing of related infrastructure and public facility improvements.

HOME Investment Partnership Act Program Funds

The urban county and the cities of Antioch, Concord, Pittsburg, Richmond, and Walnut Creek formed the Contra Costa Consortium for the purpose of applying to HUD for HOME funds. Approximately \$2.9 million in HOME funds are allocated to the consortium annually. All projects funded with HOME funds must be targeted to very low- and low-income households and must have permanent matching funds from non-federal resources equal to 25 percent of the requested funds. In addition, the County Board of Supervisors has established a priority for the allocation of HOME and CDBG funds to projects that include a portion of the units affordable to extremely low-income households (incomes at or below 30 percent of the area median income).

Consortium HOME program priorities include the following:

- Acquisition, rehabilitation, and new construction of affordable multi-family rental housing.
- Owner-occupied housing rehabilitation programs for low-income households.
- First-time homebuyers assistance for low-income households.

Table 41. Affordable Housing Funding Sources

Program	Description
First-Time Homebuyers	
Mortgage Credit Certificate Program	Homebuyers can apply a portion of mortgage interest paid as a credit against their income tax obligations. The program primarily targets first-time homebuyers. The Contra Costa County Community Development Department administers this program.
Housing Enabled by Local Partnerships (HELP) Program	HELP is sponsored by the California Housing Finance Agency (CalHFA). The program provides low-cost loans to cities for an array of housing activities, including down payment assistance.
School Facility Fee Down Payment Assistance Program	CalHFA program that provides full or partial rebate of the school facility fee paid by the builder. The buyer can use this rebate to cover part of the down payment.
Low and No Down Payment Program	California Housing Loan Insurance Fund (CAHLIF)-sponsored program that provides several loan options, including 100% loans, requiring no down payment.
Lease-Purchase Program (operated by an existing agency or the creation of a new one with other cities in the area)	The program assists potential homebuyers who lack down payment savings or an acceptable credit history to become homeowners. Lease-purchasers lease homes for a three-year period, while they gradually save for the down payment and closing costs. The East Bay Delta Housing Finance Agency operates a program in the Bay Area.
Community Assisted Shared Appreciation (CASA) Program	This special program provides silent seconds (owed to participating lenders) and silent thirds (owed to the City). Funds are matched one-for-one by participating lenders.
New Construction	
HOME and Community Development Block Grant Programs	Federally funded and regulated programs designed to help households who earn up to 80% of area median income. The Contra Costa County Community Development Department administers these programs for the urban county, which includes Clayton. CDBG funds were used to assist in the development of Kirker Court.
Low-Income Housing Tax Credits	Federal and state income tax credits provide a source of equity for low-income rental projects. The California Tax Credit Allocation Committee coordinates the award of these credits. The Diamond Terrace project used tax credits.
HELP Program	CalHFA-sponsored program that provides low-cost loans to cities for an array of housing activities, as long as they support affordable housing.
State of California's Multifamily Housing Program	A new state program that provides deferred payment loans for up to 55 years. Eligible activities include new construction and rehabilitation of permanent and transitional rental housing for lower-income households.

Program	Description
Mortgage Revenue Bonds	The sale of tax-exempt bonds provides permanent financing at slightly below market interest rates for both single-family and multi-family housing. The California Debt Limit Allocation Committee is responsible for allocating authority for the Mortgage Credit Certificate and mortgage revenue bonds subject to the annual volume cap for the state.
Special Needs Assistance	
New Construction – Section 202 and Section 811	The HUD 202 Program provides grant funds to develop senior housing. The HUD Section 811 Program provides grant funds to develop housing for persons with disabilities. Section 811 funding was used for Kirker Court.
CDBG	Seniors with mobility problems can remain in their own homes longer, if it is possible to improve accessibility. CDBG funds can be used for this purpose.
Homeless Persons	
Emergency Shelter	Contra Costa County's Office of Homeless Programs coordinates programs and disperses funds for emergency shelters. Funds are available from the federal government and from the state. The County's Continuum of Care Plan Homeless Plan provides detailed information.
Transitional Shelter	Financing sources include federal programs (e.g., Housing Opportunities for Persons with AIDS, HOME, CDBG, Section 8) and the state.

Source: City of Clayton 5-Year Implementation Plan, 2008/09-2012/13; Contra Costa County

5.2 Existing Affordable Housing

As shown in **Table 42**, there are 126 affordable units at a variety of affordability levels in Clayton. There are 20 affordable housing units at Kirker Court, a project for persons with disabilities managed by Eden Housing. Diamond Terrace, an assisted living project for seniors, was completed in 2003. This project provides 65 units for very low-income seniors and 10 units for low-income seniors as well as 10 units for moderate-income seniors.

The Stranahan residential subdivision was built in 1995 and consisted of 54 single-family detached homes. Eighteen of the homes were sold at a level affordable to moderate-income households. Since the initial sale, two of the 18 homes were repurchased by the redevelopment agency (RDA) and resold to low-income households, and an additional six of these houses were repurchased by the RDA and resold to moderate-income households. One of the homes converted to market rate in 2013. Due to the dissolution of the RDA, the City did not have the resources to purchase and resell the home at an affordable rate.

In addition, four lower-income units were provided by the Bridlewood Court and Diablo Estates at Clayton projects to satisfy Affordable Housing Plan requirements. **Table 42** presents detailed information on these housing units.

HOUSING ELEMENT

CITY OF CLAYTON

Table 42. Existing Affordable Housing, 2014

Project Name/Location	Year Built	Sponsor	Units	Group/Income Category	Expiration Date	Type of Subsidy	Notes
Redevelopment Agency LMI Program							
Kirker Court 1732 Kirker Pass Road	1993	Eden Housing (originally developed by Housing for Independent People)	20	Disabled persons 20 extremely low	2034	Section 811, CDBG, and RDA LMI funds	HUD funding is up for renewal in 2034 but City and County loans require affordability until 2053.
Stranahan Stranahan Circle	1995	Lemke Construction	17	2 low 15 moderate	2048	RDA LMI funds	Affordable Housing Opportunity site in 1993 Housing Element.
Diamond Terrace 6401 Center Street	2002	PAM	85 (+1 caretaker unit)	Seniors 65 very low 10 low 10 moderate	2056	Low-income tax credits and RDA LMI funds	Congregate care with studio, one-, and two-bedroom units.
Affordable Housing Plan Units							
Bridlewood Bridlewood Court	2003	Delco Builders	1	1 low-income	2048		Inclusionary unit provided off-site.
Diablo Estates at Clayton Regency Drive	2006 (est.)	Toll Brothers/Lemke Construction	3	1 very low 1 low 1 moderate	2061		Inclusionary units provided off-site
Total			126				

Source: Community Development Department 2014



HOUSING ELEMENT

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Affordable Housing at Risk of Conversion to Market Rate

State law requires that Housing Elements include an inventory and analysis of restricted affordable housing units that are eligible to convert to market rate within 10 years of the beginning of the Housing Element planning period (through December 31, 2024). As shown in **Table 41**, none of the City's 126 affordable units are eligible for conversion to market rate in the next 10 years. Should any units in the city become at risk, the City will implement Implementation Measure III.2.1 to preserve units at risk of conversion to market rate.

Table 43 identifies nonprofit housing organizations that serve Contra Costa County listed by HCD as entities that could acquire multi-family developments or affordable units if any units were to become at risk in the future.

Table 43. Affordable Housing Nonprofit Organizations Serving Contra Costa County

Organization	Address	Phone Number
ACLC, Inc.	315 N. San Joaquin Street Stockton, CA 95202	(209) 466-6811
Affordable Housing Associates	1250 Addison Street, Suite G Berkeley, CA 94702	(510) 649-8500
Alameda County Allied Housing Program	224 W. Winton Avenue, Room 108 Hayward, CA 94541	(510) 670-5404
Anka Behavioral Health	1850 Gateway Boulevard, Suite 900 Concord, CA 94520	(925) 825-4700
C. Sandidge and Associates	2200 San Pablo Avenue, #202 Pinole, CA 94564-1746	(510) 964-0916
Christian Church Homes of Northern California, Inc.	303 Hegenberger Road, Suite 201 Oakland, CA 94621-1419	(510) 632-6714
City of Walnut Creek	1666 Main Street Walnut Creek, CA 94596	(925) 943-5899
Community Housing Developers, Inc.	255 N. Market Street, Suite 290 San Jose, CA 95110	(408) 279-7677
Community Housing Development Corp.	1452 Filbert St, PO Box 1625 Richmond, CA 94802	(510) 412-9290
Community Housing Opportunities Corporation	1490 Drew Ave., Suite 160 Davis, CA 95618	(530) 757-4444
Contra Costa Department of Conservation & Development	651 Pine Street, 4th Floor Martinez, CA 94553	(925) 335-1290
East Bay Asian Local Development Corporation	310 Eighth Street, Suite 200 Oakland, CA 94607	(510) 287-5353
East Bay NHS	2320 Cutting Boulevard Richmond, CA 94804	(510) 237-6459

Organization	Address	Phone Number
Eden Housing, Inc.	409 Jackson Street Hayward, CA 94544	(510) 582-1460
Eskaton Properties Inc.	5105 Manzanita Avenue Carmichael, CA 95608	(916) 331-8513
Northern California Land Trust, Inc.	3122 Shattuck Avenue Berkeley, CA 94705	(510) 548-7878
Pacific Community Services, Inc.	329 Railroad Avenue, P.O. Box 1397 Pittsburg, CA 94565	(925) 439-1056
Resources for Community Development	2131 University Avenue #224 Berkeley, CA 94704	(510) 841-4410
ROEM Development Corporation	1650 Lafayette Circle Santa Clara, CA 95050	(408) 984-5600
Rubicon Programs, Inc.	2500 Bissell Avenue Richmond, CA 90804	(510) 235-1516
Rural California Housing Corp.	3120 Freeboard Drive, Suite 201 West Sacramento, CA 95691	(916) 447-2854
Sacramento-Yolo Mutual Housing Association	8001 Fruitridge Road, Suite A Sacramento, CA 95820	(916) 453-8400
Satellite Housing Inc.	2526 Martin Luther King Junior Way Berkeley, CA 94704	(510) 647-0700
Vallejo Neighborhood Housing Services, Inc.	610 Lemon Street Vallejo, CA 94590	(707) 552-4663

Source: HCD (<http://www.hcd.ca.gov/hpd/hrc/tech/presrv/hpd00-01.xls>), 2014

6.0 RESIDENTIAL LAND ANALYSIS

6.1 Regional Housing Needs Allocation

State law (Government Code Section 65580 et seq.) requires that HCD project statewide housing needs and allocate the anticipated need to regions throughout the state. For the Bay Area, HCD provides the regional need to the Association of Bay Area Governments (ABAG), which then distributes the Regional Housing Needs Allocation (RHNA) to the cities and counties within the ABAG region. ABAG allocates housing production goals for cities and counties based on their projected share of the region's household growth, the state of the local housing market and vacancies, and the jurisdiction's housing replacement needs.

Projected housing needs in the RHNA are described by income categories as established by HCD: very low, low, moderate, and above moderate. Additionally, recent state legislation requires jurisdictions to project housing needs for extremely low-income households, which is assumed to be half of the very low-income allocation.

Clayton's share of the 2014 to 2022 RHNA is 141 units. As shown in **Table 44**, the RHNA includes 25 extremely low-income units, 26 very low-income units, 25 low-income units, 31 moderate-income units, and 34 above moderate-income units.

Clayton's RHNA represents less than 1 percent of the total Contra Costa County RHNA of 20,630 units.

Table 44. Regional Housing Needs Allocation, 2014–2022

Income Category	ABAG Need Determination	Percentage of Total
Extremely Low	25	18%
Very Low	26	18%
Low	25	18%
Moderate	31	22%
Above Moderate	34	24%
Total	141	100%

Source: ABAG 2013

Capacity to Accommodate the RHNA

As detailed in Section 6.2 Adequate Sites Inventory and summarized in **Table 45**, Clayton has capacity in planned or approved projects and adequate land zoned at densities appropriate to meet the 2014–2022 RHNA for all income categories. Projects already approved or planned can accommodate 74 units, vacant residential sites can accommodate 77 units, and underutilized sites can accommodate 126 units. Identified sites have realistic capacity for a total of 277 units, 151 of which may be appropriate for lower-income households.

As stated in Implementation Measure I.1.1, the City will continue to track and monitor the inventory of available sites throughout the planning period to ensure that adequate sites remain available to accommodate the City's RHNA.

Table 45. Capacity to Accommodate the 2014–2022 RHNA

Income Category	RHNA	Planned/ Approved (see Table 46) ¹	Vacant Land (see Table 47) ²	Underdeveloped Sites (see Table 48) ²	Remaining Need (Surplus)
Extremely Low	25	8	57	86	(75)
Very Low	26				
Low	25				
Moderate	31	66	20	40	(61)
Above Moderate	34				
Total	141	74	77	126	(136)

Source: ABAG 2014–2022 Regional Housing Needs Allocation 2013; Clayton Community Development Department 2014

¹ Units estimated in the lower-income categories will be deed-restricted for affordability in the Creekside Terrace, Silver Oak Estates, and Oak Creek Clayton Projects. ² Units estimated in the lower-income categories are located in General Plan land use designations that allow up to at least 20 units per acre (Multi-family High Density and Town Center Commercial), in keeping with the “default density” for the City of Clayton as determined by HCD.

6.2 Adequate Sites Inventory

State law requires that the Housing Element include an “inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment” (Government Code Section 65583[a][3]). State law further requires that the Housing Element analyze zoning and infrastructure on these sites to ensure that housing development during the planning period is actually feasible. Through this process, the City must demonstrate that it has sufficient land to accommodate its fair share of the RHNA as described above.

The City must also show that the land supply is capable of supporting housing demand for all economic segments of the community, including lower-income households. The state has generally held that the best way to demonstrate capacity for “affordable” housing is to provide sufficient and suitable land zoned for higher-density multi-family housing.

All sites identified in the inventory are shown on the map in **Appendix B**.

Planned and Approved Projects

As of February 2014, 74 housing units were specifically planned or approved for development in the City of Clayton. As shown in **Table 46**, these projects include the approved Creekside Terrace and Oak Creek Canyon projects and the planned Silver Oak Estates, and Douglas Road project sites.

Table 46. Planned/Approved Projects (as of March 2014)

Site #	Project Name	APN	Very Low/Low Units	Moderate/Above Moderate Units	Total Units
A-1	Creekside Terrace (Approved)	119-050-034 119-050-008 119-050-009	1	6	7
A-2	Silver Oak Estates (Planned)	118-020-029	6	53	59
A-3	Oak Creek Canyon (Approved)	119-070-008	1	5	6
A-4	Douglas Rd. (Planned)	119-560-012	--	2	2
Total			8	66	74

Source: Clayton Community Development Department 2014

Creekside Terrace

Creekside Terrace is an approved mixed-use project in the Town Center area that is planned for seven second floor residential uses and ground floor commercial. The site is owned by the City and its now defunct RDA took the many steps necessary to ready the site for development, including completing entitlements and environmental review. The City is currently working with interested developers to move the project forward, and anticipates project completion within the first half of the planning period. Because the project was enabled by the RDA, one unit must be deed-restricted for affordability to lower-income households. An interested developer is exploring the prospect of adding an additional 7 residential units to the project.

Silver Oak Estates

Silver Oak Estates is a 59-unit project planned for the 13.96-acre Hurd Ranch property. The project includes 7 single-family homes and 52 town homes, as well as a neighborhood swimming pool and cabana and nearly 8 acres of open space. It is anticipated that Silver Oak Estates units will be affordable to moderate- and above moderate-income households; however, the developers of Silver Oak Estates conceptually propose to provide 6 on-site affordable units as part of the Affordable Housing Plan for the project.

Oak Creek Canyon

Oak Creek Canyon is an approved five-unit single-family subdivision planned for a site of approximately 9 acres that has been annexed into the city. The project has been approved since 2005; however, development stalled due to the recession. It is anticipated that this project will move forward and provide units appropriate for above moderate-income households early in the planning

period. As the original Site Plan Review Permit expired the City is seeking for the developer to provide 1 low-income housing unit off-site as part of the Affordable Housing Plan for the project.

Douglas Road

The Douglas Road project is a 1.47-acre lot with 1 existing single-family home. The property owner is in the process of subdividing the parcel to create 2 additional lots for the development of 2 new single-family homes. No affordable units would be provided.

Vacant Residential Land

As shown in **Table 47**, Clayton has vacant, unentitled land zoned for residential and mixed-use development at densities of up to 20 units per acre with a realistic capacity for 77 units. While vacant residential sites could accommodate up to 110 units in accordance with zoning standards, it is assumed that not all sites will develop at the maximum allowed density due to various site features and constraints.

Sites V-1 and V-2 are designated Town Center Commercial, which allows residential development (with no maximum density) on upper floor units (ground floor uses must be commercial). Policy I.6 of the Town Center Specific Plan encourages “the provision of small residential units on upper floors of commercially designated parcels.” Implementation Measure I.4.1 further encourages the development of residential units on Town Center sites.

Sites V-3 and V-4 are designated as Affordable Housing Opportunity sites, allowing for increased density and potential regulatory incentives for the development of affordable housing. Site V-3, known as the Old Firehouse Site, is a 1-acre parcel located at the corner of Clayton Road and Mitchell Canyon Road. In the past, there has been some developer interest in the site for projects ranging from 16 to 22 units, thus the realistic capacity is estimated at 18. Site V-4 is a 1.1-acre lot that is likely to accommodate 18 to 20 homes.

Sites V-5, V-6, and V-7 are designated for low and medium density single-family development in the City’s General Plan. It is assumed that units on these sites will be affordable to moderate- and above moderate-income households.

Table 47. Vacant Residential Sites

Site #	APN/Street	Acres	Zoning	Max. Density (units/acre)	Max. Units	Realistic Unit Capacity ¹	Constraints
Town Center Commercial (TC)²							
V-1	118-560-010 City – Main Street	1.66	PD	n/a	33	17	None
V-2	119-017-003 Center Street	0.43	PD	n/a	9	4	Slope
Subtotal TC		2.09			42	21	
High Density Residential							
V-3	102-015-011 Clayton Road and Mitchell Canyon	1.01	PD	20	20	18	Major PG&E Transmission line easement and overhead lines
V-4	119-021-063 High Street	1.11	PD	20	22	18	Slope
Subtotal HDR		2.12			42	36	
Single-Family (Low and Medium Density)							
V-5	118-230-010 Caulfield Drive	0.26	PD	3	1	1	None
V-6	121-090-011 Mitchell Canyon Road	4.14	R-15	3	12	9	Slope (western part of property)
V-7	121-090-016 Mitchell Canyon Road	4.51	R-15	3	13	10	Slope (western part of property)
Subtotal SF		8.91			26	20	
Total		13.12			110	77	

Source: City of Clayton Community Development 2014

¹ Refer to the Realistic Capacity subsection for a discussion of realistic capacity assumptions.

² There is no maximum density for residential development in the Town Center Commercial designation. For analysis purposes, the "maximum units" calculation is based on a density of 20 units per acre, the density allowed in the Multi-family High Density land use designation.

Underdeveloped Residential Land

Underdeveloped residential land could realistically provide capacity for an additional 126 units. **Table 48** provides a detailed list of viable underdeveloped sites, including a description of existing uses. Sites U-1, U-2, and U-3 were redesignated Multi-Family High Density in 2011. During this process property owners were contacted and made aware of the increased development potential for their sites.

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Table 48. Underdeveloped Residential Sites

Site #	APN	Acres	Zoning	Max. Density (units/acre)	Max. Units	Realistic Unit Capacity ¹	Constraints	Existing Use
Multi-Family High Density								
U-1	119-021-013	0.93	PD	20	19	15	None	House
U-2	119-021-054	1.13	PD	20	23	11	Approx. 40% of the site is affected by slope in excess of 10% (68 acres are buildable)	House
U-3	119-021-055	0.97	PD	20	19	16	None	House, barn, and horse corral
Subtotal MHD		3.03			61	42		
Institutional								
U-4	118-101-022	2.77	A	20	55	44	None	Saint John's Parish
Single-Family (Low and Medium Density)								
U-5	078-020-006	6.24	PD	3	19	15	Flooding on part of the site	Occupied single-family residence and seasonal pumpkin farm with greenhouses and outbuildings. The property is well maintained and the structures are in good condition.
U-6	078-020-007	2.30	PD	3	7	6	Flooding on part of the site	Occupied single-family residence with detached garage and garden. The property is well maintained and the structures are in good condition.
U-7	118-230-001	2.18	R-15	3	7	5	None	Occupied single-family residence. The property is well maintained and structures are in good condition.

Site #	APN	Acres	Zoning	Max. Density (units/acre)	Max. Units	Realistic Unit Capacity ¹	Constraints	Existing Use
U-8	120-015-012	1.20	R-15	3	4	3	Several large oak trees	One occupied single-family residence and outbuildings. The property is well-maintained and the structures are in good condition.
U-9	120-043-004 120-043-023	2.41	R-15	3	7	6	Numerous existing trees and an abandoned orchard	Two occupied single-family residences. The property and buildings are in fair condition. The City has approved a lot line adjustment to create separate parcels on the lot, facilitating future development.
U-10	121-090-012	2.36	R-15	3	7	5	Numerous existing oak and other trees.	One occupied single-family residence, garden, barn, stable, and corral. The residence and garden are well maintained and in good condition. The barn is in fair condition with some deferred maintenance. Other structures are in fair to good condition.
Subtotal SF		21.19			51	40		
Total		24.22			167	126		

Source: City of Clayton Community Development 2014

¹ Refer to the Realistic Capacity subsection for a discussion of realistic capacity assumptions.

Environmental Constraints

The inventory of available sites identifies a variety of potential environmental constraints, such as slope, oak tree preservation, and floodplains. The City recognizes that these environmental characteristics are part of the City's character and promotes flexible design standards that allow developers to mitigate environmental constraints while preserving the City's environmental features. The realistic capacity assumptions of sites identified in **Table 46** and **47** take into account existing environmental constraints. The City recognizes the potential effect that environmental constraints are likely to have on housing development, including reducing the number of units likely to be constructed. The City will continue to work with developers to creatively coordinate development and preserve the community's natural characteristics.

Zoning to Accommodate Lower-Income Households

Housing Element law requires that jurisdictions identify zones which accommodate the housing needs of lower-income households. The law allows jurisdictions to rely upon default densities (20 du/ac for Clayton) to demonstrate zoning that encourages lower-income housing development.

Pursuant to state law (Government Code Section 65583.2[c][3][B]), parcels zoned for a residential density of up to 20 units are assumed to be appropriate to meet the City's lower-income RHNA. It is important to note that sites within other residential zones, may also be appropriate for affordable housing development; however, they have been assumed for moderate- and above-moderate development in keeping with state default density analysis standards.

Realistic Capacity

Realistic capacity is generally estimated at 80 percent of the maximum allowed, based on densities achieved in past housing developments. In some instances, the realistic capacity has been adjusted down to account for site-specific constraints. Recent example affordable housing projects include:

- **Diamond Terrace (2002):** affordable senior housing including 65 very low-, 10 low-, and 10 moderate-income units. The site was zoned PD and had a General Plan designation of Institutional, which allowed a density of up to 20 units per acre. The total site is 6.45 acres, achieving a density of 13.3 units per acre (67 percent of the maximum allowed).
- **Stranahan Circle (1995):** mixed-income housing including 2 low-income, 16 moderate-income, and 36 market-rate units. The site was zoned PD and the General Plan designation was SF-HD, which allowed a maximum of 7.5 units per acre. Stranahan Circle was developed on 7.5 acres, achieving a density of 7.2 units per acre (96 percent of the maximum allowed).
- **Kirker Court (1993):** developed with 20 units and was made affordable to extremely low-income households. The site was zoned PD and the General Plan designation was MF-LD, which allows a maximum of 10 units per acre. The project exceeded the maximum density, providing at 12.4 units per acre on the 1.61-acre site (124 percent of the maximum allowed).

Recent market-rate developments in the city—Rachel Ranch, Pine Hollow Estates, and Mitchell Creek Place—developed at 73 percent, 96 percent, and 73 percent of their respective maximum allowable densities.

For sites designated Town Center Commercial, there is no specific maximum density for residential development. Residential units are allowed only on upper floors. For these sites, the maximum density is estimated at 20 units per acre, the same density allowed in the Multi-Family High Density designation, and realistic capacity is assumed at half of that maximum, to account for the mix of uses on these sites.

Affordable Housing Opportunity Sites

The Old Firehouse Site (A-3) and former Stanley Property (Site A-6) in the inventory of vacant land are designated as Affordable Housing Opportunity sites. These sites have been determined to be particularly appropriate for affordable housing development due to their size and proximity to services and amenities. As such the City placed a 20 unit to the acre MHD (Multi-Family High Density) General Plan Land Use Designation on the properties to encourage and facilitate development at high densities and to make affordable housing more feasible. The City also amended its PD (Planned Development) district standards to allow properties with an MHD designation to use the default zoning designation of M-R-H (Multiple Family High Density). While it is not required that these sites develop only as affordable housing, affordable housing is strongly preferred and development of affordable units will be incentivized through increased density, design flexibility, priority processing, and funding application assistance.

6.3 Availability of Services

Water

The Contra Costa Water District (CCWD or District) is a special district public agency that provides public water supply, treatment, storage, and distribution in the City of Clayton. CCWD obtains its water from Rock Slough, near Oakley, in the Delta, under the terms of a contract with the federal government. CCWD's 2011 Urban Water Management Plan (UWMP) indicates that CCWD has a near-term total planned supply of 214,900 acre-feet of water in a normal precipitation year and 166,900 acre-feet of water in a single-year drought condition year. The demand for water by CCWD customers in 2010 was 121,170 acre-feet of water, which yields an excess supply of 93,730 acre-feet. Projections for 2020 indicate a 199,420 acre feet per year demand and 250,900 acre feet per year supply, resulting in an excess supply of 51,480 acre feet per year.

Water distributed by CCWD in the Clayton area is treated at the CCWD's Bollman plant on Highway 4. The plant's permitted capacity in 2011 was 75 million gallons per day (mgd), which is sufficient for current levels of demand within its service area. CCWD officials report that the Bollman treatment plant, in its present configuration, can be expanded to a maximum capacity of 95 mgd, which is sufficient to handle increased water demand in Clayton. If development occurs east of the city, it is likely to require additional water supply and distribution facilities, including reservoirs, pumping stations, and distribution lines.

CCWD completed the Future Water Supply Study (FWSS) in 1996 to identify alternatives to offer customers a high quality, reliable supply for the next 50 years. The FWSS was updated in 2002. The FWSS examined water demand, conservation, and existing and potential supplies for a range of service area alternatives. The CCWD's Board of Directors adopted the FWSS, including the Preferred Alternative and Implementation Plan. The Preferred Alternative provides drought reliability and operational flexibility in the short term while maintaining long-term supply targets to meet projected demands. The Preferred Alternative includes the following actions to meet future demand:

- Re-negotiation of the District's existing CVP Amendatory contract prior to the year 2005 (completed May 2005).
- Implementation of an expanded District-wide conservation program (known as CPA 1) to encompass wholesale and retail customers, which would achieve a target of at least 5 percent District-wide savings by the year 2040. These savings are in addition to conservation savings expected from non-District activities.
- The completion of two or more water transfers to: (1) strengthen the reliability of supplies and drought protection for existing customers, and (2) bridge the gap between water supplies and projected demands. Transfers would be pursued in incremental blocks tied specifically to approved growth within the District.

Future treatment plant expansions and system-wide facility improvements are partially funded through the District's connection fee. The fee is based on the size of the new connection's water meter. The connection fee for a typical single-family home (or detached second dwelling unit) is \$24,262. State and local fire district regulations require all new single-family homes in Clayton to have a 1-inch meter to supply a mandatory fire sprinkler system, but CCWD charges a fee similar to the 5/8-inch rate for a one-inch meter under these circumstances. CCWD designs all water system expansions, prepares the construction plans, supplies the materials, and supervises construction, at the developer's expense. Installation is generally the responsibility of a developer. Upon completion, the new pipelines and appurtenances become CCWD property.

Wastewater Treatment and Collection

The Central Contra Costa Sanitary District (CCCSD) provides public sanitary sewer treatment for the central Contra Costa County area, including Clayton. Sewage is conveyed through gravity sewer lines and pumping stations to CCCSD's treatment plant located at the intersection of Highway 4 and Interstate 680. Treated effluent is discharged into the Carquinez Strait.

As of 2013, the CCCSD treatment plant operated at 45 mgd. Based on the current rate of growth in the CCCSD service area, CCCSD staff project the plant will reach its full capacity of 53.8 mgd in 15 to 20 years.

Under agreement, the City of Concord Public Works Department operates and maintains Clayton's sanitary sewer collection system, although the collection lines are actually owned by Clayton.



Concord transports Clayton's sewage downstream through its system of trunk sewers and pumping stations to the CCCSD treatment plant. CCCSD charges the City of Concord a per-gallon fee for sewage treatment and for new service connections. Concord passes these costs along to all of its sewer customers, including those in Clayton, along with additional charges for the operation and maintenance of the collection system.

According to Concord's Sewer System Management Plan, adopted in 2012, the capacity of the district's waste system will support ABAG's projected population through 2030. Recent investments made in upgrades to the system (2004 to 2006) increased the system capacity to meet the future demands of increased population growth.

In the fall of 2004, the City advanced funds and initiated preparation of a sewer master plan for the Marsh Creek Road Specific Plan area. The Specific Plan identifies upgrades needed to rectify any existing downstream constraints in the sewers serving the Specific Plan area. The plan also identifies the routing of sewers to serve the Specific Plan area. In addition, the Specific Plan established a funding program, to be borne by developers, for the necessary improvements and extensions of the sewers. The cost of improving Clayton's main collection system will add to the cost of developing housing in the Marsh Creek Road area and could have a constraining effect on the development of low and moderate-income housing in that area. As a result infrastructure of investments in the early 2000s, sewer service is available to virtually all of Clayton, although not all residences have connected to the lines.

Pursuant to SB 1087, which requires the City to ensure a copy of the adopted Housing Element reaches its water and wastewater providers, the City will forward its adopted Housing Element to the City of Concord Public Works Department, CCCSD, and Contra Costa Water District. Government Code 65889.7 requires water and wastewater providers to establish a schedule that prioritizes services toward developments with affordable housing. The City will forward the adopted Housing Element to local water and wastewater agencies to assist those agencies with prioritizing water and wastewater allocations.

7.0 REVIEW OF PREVIOUS HOUSING ELEMENT

Clayton has made significant progress toward achieving one-time and ongoing goals set in the existing Housing Element, which was adopted and certified in 2010. This section summarizes Housing Element results from 2010 through 2013. The following table provides a brief description of Clayton's effectiveness in implementing programs to achieve objectives set in the previous Housing Element.

Table 49. Review of the 2007-2014 Housing Element

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Goal 1 Provide for adequate sites and promote the development of new housing to accommodate Clayton's fair share housing allocation.		
Implementation Measure (I.1.1) The City will promote the development of the Affordable Housing Opportunity sites identified in Table 42, Vacant Residential Land (i.e., High Street parcel (Site V-2) and Old Fire Station site (Site V-5)) by creating a General Plan Multi-family High Density designation to allow for 15.1 to 20 units per acre and create a new Zoning District Multi-Family Residential High (M-R-H) to allow up to 20 units per acre. Based on the Vacant and Underutilized Residential Land Tables (Table 42 and 43, 44 and 45) the City has a shortfall of land available to extremely low-, very low-, and low-income households. The City needs enough land to accommodate 50 additional units on sites that allow for 20 units per acre. To address this shortfall, the City will rezone the following site within one year of adoption of the Housing Element. - Redesignate a portion of Site U-6 (Easley Ranch, APN 119-080-009, 13.52 acres) from SF (LD) to the newly created MF (HD) and rezone to M-R-H (allows 20 units per acre) to meet the City's 50-unit RHNA shortfall. The City will rezone 3.5 acres of this site to accommodate at least 50 units without physical or environmental constraint. Single family and multifamily units will be allowed by right and would typically require a tentative map and site plan review approval. - The City will also consider redesignating/rezoning Site P-2 (APN 119-021-013, .87 acres) and/or Site P-3 (APN 119-021-054, 1.16 acres), and/or Site P-4 (APN 119-021-055, .95 acres) (see Table 45) to add to the City's future RHNA needs. The redesignation/ rezoning of these sites is not needed to meet the City's 50-unit RHNA shortfall.	In 2012, the City added the Multi-Family High Density (15.1-20 units/acre) land use designation to the General Plan, created the Multi-Family Residential High (M-R-H) zone, and redesignated seven sites to the Multi-Family High Density designation. The designated sites were zoned Planned Development (PD) in order to maximize flexibility and site design potential on the sites. To further facilitate multi-family development on these sites, the City amended the PD zoning district	Delete (completed).

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
If it is determined that rezoning any of the identified sites is not feasible, the City will identify another site or group of sites that will accommodate the City's 50-unit RHNA shortfall. The site(s) will accommodate at least 16 units per state law requirements and not have any physical or environmental constraints. This rezoning will occur within one year of adoption of this Housing Element. Single family and multifamily units will be allowed by right and would typically require a tentative map and site plan review approval. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund, RDA funds Time Frame: Rezoning sites to meet the RHNA shortfall by March 2011.	standards to allow multi-family developments with only site plan review (rather than development plan review) if applicants choose to adhere to M-R-H development standards. This is intended to create a predictable path for development on sites designated Multi-Family High Density.	
Implementation Measure (I.2.1) For residential projects of two or more units, developers will be required to develop an Affordable Housing Plan that requires a certain percentage of units be built as affordable housing units to very low- and low-income households. The City has established the following guidelines to provide direction for the review of Affordable Housing Plans associated with individual development projects and to provide direction for the preparation of an Affordable Housing Plan. The Plan shall be approved in conjunction with the earliest stage of project entitlement, typically with the City Council approval of the Development Agreement or other primary land use entitlement. The Affordable Housing Plan shall specify and include the following: - The number of dwelling units that will be developed as affordable to very low-, low-, moderate-, and above moderate-income households (the City's desire would be that at least 5 percent of all project units be built as very low-income housing units and at least 5 percent of all project units be built as low-income housing units). - The number of affordable ownership and rental units to be produced. Such split shall be approved by the City Council based on housing needs, market conditions, and other relevant factors. The split of ownership and rental units shall be addressed within the Plan for each individual project.	The City established the Affordable Housing Plan guidelines in 2010. The Plan requirements will be updated during this next planning period to increase from residential projects of two or more units to residential projects of 10 or more units.	Continue.

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Implementation Measure	Accomplishments	Continue/ Modify/ Delete
• Program options within project-specific Affordable Housing Plans may include, but are not limited to, the following: - Actual production (on-site or off-site) of affordable units (including ownership and rental opportunities in the form of corner units, halfplexes, duplexes, cottages, creative alternative housing products, etc.). - Land dedication (on-site and off-site). - Payment of in-lieu fees. • The timing for completion of affordable housing obligations. For projects proposing to construct affordable housing units, the City generally supports construction of affordable dwellings concurrent with the construction of market-rate housing when feasible. For projects providing alternative contributions (land dedication, funds, etc.), timing of such contributions shall be identified in the Plan, with the expectation that the City will pursue construction of affordable units generally concurrent with construction of project market-rate housing. • At the City Council's discretion, land or other contributions provided by developers as specified within project Affordable Housing Plans may be utilized to augment City efforts and the efforts of its nonprofit partners to provide affordable housing opportunities to all income levels throughout the community. The City will pursue supplemental funding to allow affordability to households earning less than 50 percent of area median income. • In order to ensure the production and preservation of housing affordable to the City's workforce, no productive, reasonable program or incentive option will be excluded from consideration within project-specific Affordable Housing Plans. Possible incentives may include, but are not limited to: - Density bonuses - Fee waivers or deferrals (as reasonably available) - Expedited processing/priority processing - Reduced parking standards - Technical assistance with accessing funding - Modifications to development standards (on a case-by-case basis)		



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Implementation Measure		Accomplishments	Continue/ Modify/ Delete
Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund, RDA funds Time Frame: This program will be implemented as projects of two or more units are processed through the Planning Department. The City will monitor the implementation of this program to ensure that it does not cause a constraint to the development of housing in the City of Clayton and will make necessary revisions to the program if necessary to avoid such a constraint.			
Implementation Measure (I.2.2) The Redevelopment Agency shall use its Low and Moderate Income Housing Fund to subsidize the construction of housing for very low-, low-, and moderate-income households on designated Affordable Housing Opportunity (AHO) sites in the Redevelopment project area (Table 42, Vacant Residential Land) to meet the City's fair share allocation within the current planning period of the Housing Element. In the event the share allocated cash balance of the Redevelopment Agency housing set-aside fund is insufficient to adequately subsidize such projects, the City and the Redevelopment Agency shall, in consultation with project proponents, do one of the following as a means of providing adequate subsidy for the projects: (1) obtain conventional financing from area lenders; (2) participate in a bond issue with neighboring jurisdictions; or (3) issue bonds. As part of this program the City will develop a marketing plan and research possible incentives aimed at promoting Redevelopment funds. Responsible Agency: Redevelopment Agency; City Council; Community Development Department Funding Source: RDA funds Time Frame: Ongoing, 2009-2014		The redevelopment agency was dissolved by the state in 2012 and related funding sources were eliminated.	Delete.
Implementation Measure (I.3.1) The City will continue to allow manufactured houses, consistent with the requirements of state law. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund, RDA funds		Consistent with state law, the City continues to allow manufactured houses (codified in Ordinance 425 in December 2009).	Delete (no further action is required).

HOUSING ELEMENT

CITY OF CLAYTON

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Time Frame: The Zoning Code was amended in December 2009 to meet state law requirements.		
Implementation Measure (I.4.1) The City shall continue to promote the development of second dwelling units by publicizing information in the general application packet and posting information on the City's website. Responsible Agency: Community Development Department Funding Source: General Fund, RDA funds Time Frame: Ongoing, 2009-2014	The City created promotional handouts for second units and makes them available in the Community Development Department.	Continue.
Implementation Measure (I.4.2) The City shall develop a program using Redevelopment Agency set-aside funds to encourage the development of second dwelling units, including a review and possible reduction of development fees that might deter the development of such units. Responsible Agency: City Council, Planning Commission, Community Development Department. Funding Source: RDA funds Time Frame: December 2012	The redevelopment agency was dissolved by the state in 2012 and related funding sources were eliminated.	Delete.
Implementation Measure (I.5.1) To encourage development of mixed-use projects in the Town Center, the City has adopted the Clayton Town Center Specific Plan which provides detailed policy direction, standards, and guidelines that encourage mixed-use development. In addition, the City will continue to offer incentives such as density bonuses, actively recruit developers to undertake such projects, and where feasible provide subsidies using Redevelopment Agency set-aside funds. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund, RDA funds Time Frame: Annually and upon receiving development inquiries for mixed-use development.	The Town Center Specific Plan is available for review at the Community Development Department and on the City's website. Prior to the dissolution of the redevelopment agency (RDA), the City completed development approval and CEQA work to ready the Creekside Terrace project for development. In	Modify (remove potential RDA subsidies and incorporate components of I.5.2).

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
	addition, the City acquired a 1.66-acre Main Street property in order to facilitate a possible mixed-use project.	
Implementation Measure (I.5.2) The City will continue to promote the use of the Town Center Commercial District and the Town Center Specific Plan standards to promote mixed-use or second-story residential units. These standards allow for more flexibility in the development of mixed-use or second-story units. In addition, the City is finalizing a Development Handbook guide to facilitate the permitting process of mixed-use projects. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund, RDA funds Time Frame: Ongoing, 2009-2014	The City provides the Town Center Specific Plan and the development handbook at the Community Development Department and on the City's website.	Delete (merge key actions with I.5.1).
Goal II To the extent feasible, remove governmental constraints on the production of affordable housing and create incentives for the production of affordable housing.		
Implementation Measure (II.1.1) California Health and Safety Code (Section 50801) defines an emergency shelter as "housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or households may be denied emergency shelter because of an inability to pay." Pursuant to Senate Bill 2, the City will amend the Zoning Ordinance to allow emergency shelters by right and only subject to the same development standards allowed in this Zone. This area is currently designated Kirker Corridor in the City's General Plan and classified as Planned Development (PD) in the City's Zoning Ordinance. This corridor is close to services and public transportation. The City will create an overlay zone with specific development standards for emergency shelters in this 5-acre area. In addition, the City will evaluate adopting development and managerial standards that will be consistent with Government Code Section 65583(a)(4). These standards may include such items as: • Lighting	The City amended the Zoning Ordinance in 2013 to allow emergency shelters by right in the Public Facilities zoning district. In addition, the Zoning Ordinance was modified to include development and management standards for emergency shelter projects, consistent with Government Code Section 65583(a)(4).	Delete (completed).

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Implementation Measure	Accomplishments	Continue/ Modify/ Delete
• On-site management • Maximum number of beds or persons to be served nightly by the facility • Off-street parking based on demonstrated need • Security during hours that the emergency shelter is in operation Responsible Agency: City Council, Planning Commission, Community Development Department. Funding Source: General Fund Time Frame: March 2011. The City will create an overlay zone that will provide development standards for emergency shelters in the Kirker Corridor.		
Implementation Measure (II.1.2) Transitional and supportive housing provides temporary housing, often with supportive services, to formerly homeless persons for a period that is typically between six months and two years. The supportive services, such as job training, rehabilitation, and counseling, help individuals gain life skills necessary for independent living. Pursuant to Senate Bill 2, the City must explicitly allow both supportive and transitional housing types in all residential zones. The City shall update its Zoning Code to include separate definitions of transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14. Both transitional and supportive housing types will be allowed as a permitted use subject to only the same restrictions on residential uses contained in the same type of structure. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund Time Frame: March 2011	The City adopted Ordinance 440 in April 2012, which updated the Zoning Ordinance to include separate definitions of transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14 and allow both as residential uses subject only to the requirements of other uses of the same type in the same district.	Delete (completed).
Implementation Measure (II.1.3) Assembly Bill 2634 requires the quantification and analysis of existing and projected housing needs of extremely low-income households and requires Housing Elements to identify zoning to encourage and facilitate supportive housing and single-room occupancy units (SROs). The City shall update its Zoning Code to allow for the development of single-room occupancy	The City adopted Ordinance 440 in April 2012, which updated the Zoning Ordinance to allow the development of single-	Delete (completed).



HOUSING ELEMENT

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
units (a type of residential hotel offering one-room units for long-term occupancy by one or two people; SROs may have a kitchen or bath facilities (but not both) in the room) with a conditional use permit in the L-C (Limited Commercial) District and in the area that is currently designated Kirker Corridor. The Kirker Corridor is classified as PD (Planned Development) in the City's Zoning Ordinance. This corridor is close to services and public transportation. The City will create an overlay zone with specific development standards to focus on this approximately 5-acre area. The conditions for these units will continue to be minimal and will only require review by the Planning Commission. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund Time Frame: April 2011. The City will allow for SROs in the L-C District or create an overlay zone that will provide development standards for SROs in the Kirker Corridor.	room occupancy units with a use permit in the Limited Commercial (LC) zoning district.	
Implementation Measure (II.1.4) To assist extremely low- income households, the City will prioritize funding and/or offer regulatory incentives for the development of housing types such as SROs which addresses the needs of the extremely low-income group. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund, RDA funds Time Frame: Offer regulatory incentives for the development of housing for extremely low-income households as projects are submitted and the City will prioritize funding for extremely low-income households annually and as funds become available. The City will conduct an annual outreach to developers specializing in extremely low-income housing.	No applicable projects were processed during the planning period.	Delete (retain incentives for extremely low-income households in other measures)
Implementation Measure (II.2.1) Most recent housing developments in Clayton have not been constructed to the maximum densities allowed by zoning. Market conditions, bank financing, and insurance requirements have favored the construction of single-family detached houses. Currently, the City's Zoning Code allows for the development of single-family homes in the Multiple Family Residential (M-R) District. To increase housing supply and obtain densities closer to those envisioned by zoning policies, the City will consider amending the Zoning Code to allow single-family homes in the Multiple Family Residential	The City adopted Ordinance 440 in April 2012, which allows single-family homes in multi-family districts only with a use permit.	Delete (completed).

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CITY OF CLAYTON

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
(M-R) District only with a conditional use permit so that these remaining sites can be used to accommodate multi-family housing. Responsible Agency: City Council Funding Source: General Fund Time Frame: Consider amending Zoning Code by December 2011.		
Implementation Measure (II.3.1) The City will continue to allow density bonuses in accordance with the requirements of state density bonus law (SB 1818). Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund Time Frame: Code was amended in December 2009 to meet state law requirements.	The City continued to offer a density bonus ordinance in keeping with Government Code Section 65915. The City amended the Zoning Ordinance in 2009 to describe specific density bonus provisions (Chapter 17.90 of the Municipal Code).	Continue. Combined with II.4.1, II.5.1 and II.6.1.
Implementation Measure (II.4.1) The City shall continue to prioritize development applications to decrease the review and approval time for all development projects that include residential units affordable to extremely low-, very low-, and low-income households. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund Time Frame: Ongoing	No applicable projects were processed during the planning period.	Continue. Combined with II.3.1, II.5.1, and II.6.1.
Implementation Measure (II.5.1) The City will consider reducing or waiving certain development fees for development projects that include residential units affordable to extremely low-, very low-, low-, and moderate-income households on a case-by-case basis. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: RDA funds, or as other funding sources become available	No applicable projects were processed during the planning period.	Modify (to reflect loss of RDA funds). Combined with II.3.1, II.4.1, and II.6.1.

Implementation Measure		Accomplishments	Continue/ Modify/ Delete
Time Frame: Ongoing, 2009–2014 Implementation Measure (II.6.1) The City shall provide flexible development standards (e.g., parking, landscaping, setbacks) and authorize regulatory concessions for development that includes residential units affordable to extremely low-, very low-, and low-income households. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: RDA funds, as funding becomes available. Time Frame: Ongoing, 2009–2014		The City adopted Ordinance 426 (density bonus provisions), which provides flexible development standards and authorizes regulatory concessions for units available to lower-income households.	Continue Combined with II.3.1, II.4.1 and II.5.1.
Goal III Increase housing opportunities for lower-income renters and first-time homebuyers.			
Implementation Measure (III.1.1) The City refers interested persons to information regarding Contra Costa County's Mortgage Credit Certificate Program, the Mortgage Revenue Bond Program, and the Owner-Occupied Housing Rehabilitation Program. The City also disseminates information regarding Contra Costa Housing Authority's Lower-Income Rental Assistance Program and Aftercare Certificates as information becomes available. Responsible Agency: Community Development Department Funding Source: General Funds will be used to post information. Time Frame: Ongoing, 2009–2014		Community Development Department staff is aware of Contra Costa County housing programs and makes referrals whenever appropriate.	Continue.
Implementation Measure (III.1.2) The City shall develop and implement a down payment assistance program using Redevelopment Agency set-aside funds or California Housing Finance Agency funds for first-time homebuyers by working with the County or by developing its own program that can be used with the Mortgage Credit Certificate program, new inclusionary units, or alone. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: RDA funds Time Frame: Consider developing a down payment assistance program by 2011.		The redevelopment agency was dissolved by the state in 2012 and set-aside funds were eliminated. The City was not able to obtain funds for this potential program through other sources during the planning period. The City will continue to pursue	Modify (to reflect loss of RDA funds).

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Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Implementation Measure (III.1.3) The City shall review potential funding opportunities through the County HOME program and apply for funding for applicable projects when development opportunities arise. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: HOME funds Time Frame: The City will apply annually upon notice of funding availabilities.	other funding sources for a down payment assistance program. The City coordinates with the Contra Costa County Housing Authority to review potential funding through the County HOME program. The City did not receive any HOME funds during the planning period.	Continue.
Implementation Measure (III.1.4) The City will continue to provide Redevelopment Agency set-aside funds for the continued affordability of the subsidized units at Diamond Terrace (\$200,000 annually) through expiration in 2013. Responsible Agency: Redevelopment Agency, Community Development Department Funding Source: RDA funds Time Frame: Ongoing, for the length of the affordability term of the project	The City continued to provide subsidies through the 2013 expiration term of the valid contract.	Delete (no further action needed).
Implementation Measure (III.2.1) The City will continue or undertake the following programs and activities during the five-year period of the Housing Element. The Community Development Department will implement these efforts. The efforts listed below represent a varied strategy to mitigate potential loss of "at-risk" units due to conversion to market-rate units. These local efforts utilize existing City and local resources. They include efforts to secure additional resources from the public and private sector should they become available. Monitor owners of at-risk projects on an ongoing basis, at least every six months, in coordination with other public and private entities to determine their interest in selling, prepaying, terminating, or continuing participation in a subsidy program. Maintain and annually update the inventory of at-risk projects through the use of existing databases (e.g., HUD, State HCD, and California Tax Credit Allocation Committee).	The City's RDA protected an at-risk affordable unit in 2011 by purchasing and then reselling the unit with a 45-year deed restriction. The City continued to monitor other at-risk units throughout the planning period.	Continue.



HOUSING ELEMENT

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Take all necessary steps to ensure that a project remains in or is transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring notices to qualified entities, coordinating an action plan with qualified entities upon notice, and assisting with financial resources or supporting funding applications. Annually coordinate with HUD to monitor projects approved to convert to ensure that any required assistance (or assistance that the owner has agreed to provide) to displaced tenants is carried out in a timely manner. Ensure projects are monitored to see if they are subject to other state or local requirements regarding the provision of assistance to displaced tenants. Annually monitor local investment in projects that have been acquired by nonprofit or for-profit entities to ensure that properties are well managed and maintained and are being operated in accordance with the City's property rehabilitation standards. Work with owners, tenants, and nonprofit organizations to assist in the nonprofit acquisition of at-risk projects to ensure long-term affordability of the development. Annually contact property owners, gauge interest, and identify nonprofit partners and pursue funding and preservation strategy on a project-by-project basis. Annually meet with stakeholders and housing interests to participate and support, through letters and meetings and technical assistance, with local legislators in federal, state, or local initiatives that address affordable housing preservation (e.g., support state or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities). Use available financial resources to restructure federally assisted preservation projects, where feasible, in order to preserve and/or extend affordability. Annually identify funding sources for at-risk preservation and acquisition rehabilitation and pursue these funding sources at the federal, state, or local level to preserve at-risk units on a project-by-project basis. Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: Annually		

HOUSING ELEMENT



Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Goal IV Ensure equal housing opportunities for all persons in Clayton regardless of age, race, religion, sex, marital status, national origin, color, disability, or other barriers that prevent choice in housing.		
Implementation Measure (IV.1.1) The City shall review its Zoning Ordinance, policies, and practices to ensure compliance with fair housing laws. Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: Biennial and ongoing, 2009–2014	The City continued to review its Zoning Ordinance, policies, and practices to ensure compliance with fair housing laws.	Continue.
Implementation Measure (IV.1.2) The City shall amend the Zoning Ordinance to remove the maximum number of persons defined as part of a family. The current definition of family limits the number of unrelated individuals to 6 or fewer persons. Upon amending the definition in the Zoning Ordinance, the City will not restrict the number of unrelated individuals in a family. Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: October 2010	The City amended the Zoning Ordinance in 2012 (Ordinance 440) to revise the definition of family to remove the cap on the number of unrelated persons that may constitute a family.	Delete (completed).
Implementation Measure (IV.2.1) As affordable housing projects are processed through the Planning Department, the City will provide information on the project to the public through the City's public hearing process in the form of study sessions, public hearings, and public meetings. Responsible Agency: City Council, Community Development Department Funding Source: General Fund Time Frame: Ongoing, as projects are processed through the Planning Department	No applicable projects were processed during the planning period.	Continue.
Implementation Measure (IV.3.1) The City will adopt a written reasonable accommodation ordinance to provide exception in zoning and land use for housing for persons with disabilities. This procedure will be a ministerial process, with minimal or no processing fee, subject to approval by the Community Development Director applying the following decision-making criteria:	The City adopted a reasonable accommodation ordinance (Ordinance 441) in 2012.	Delete (completed).



HOUSING ELEMENT

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
• The request for reasonable accommodation will be used by an individual with a disability protected under fair housing laws. • The requested accommodation is necessary to make housing available to an individual with a disability protected under fair housing laws. • The requested accommodation would not impose an undue financial or administrative burden on the City. • The requested accommodation would not require a fundamental alteration in the nature of the City's land-use and zoning program. Additionally, the City will provide information to individuals with disabilities regarding reasonable accommodation policies, practices, and procedures based on the guidelines from the California Department of Housing and Community Development (HCD). This information will be available through postings and pamphlets at the City and on the City's website. Responsible Agency: City Council, Planning Commission, Community Development Department Funding Source: General Fund Time Frame: October 2010		
Implementation Measure (IV.3.2) The City shall distribute public information brochures on reasonable accommodations for disabled persons and enforcement programs of the State Fair Employment and Housing Commission. Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: Ongoing, 2009–2014	The City provides information regarding fair housing and reasonable accommodations in the Community Development Department.	Continue.
Implementation Measure (IV.3.3) The City will evaluate the feasibility of a universal design ordinance that provides greater adaptability and accessibility of housing for persons with disabilities. If a universal design ordinance is determined to be feasible, the City will prepare an ordinance and produce a brochure on universal design, resources for design, and compliance with City requirements. The City will distribute the brochure to developers and to community organizations serving individuals with disabilities.	The City adopted a universal design ordinance in 2013 (Municipal Code Section 15.92) and completed and distributed brochures describing universal	Modify (reframe as an education and outreach measure).

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Implementation Measure		Accomplishments	Continue/ Modify/ Delete
Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: May 2011		design standards to developers and community organizations.	
Goal V Encourage and maintain energy efficiency in new and existing housing.			
Implementation Measure (V.1.1) The City shall continue to provide energy conservation brochures at City Hall and the Clayton Community Library. Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: Ongoing, 2009–2014		The City continues to provide energy conservation brochures at City Hall and the Clayton Community Library.	Continue.
Implementation Measure (V.1.2) The City should develop design standards, concepts, or templates to provide to developers who are interested in creating energy self-sufficiency and generation projects. Responsible Agency: Community Development Department Funding Source: General Fund, RDA funds Time Frame: Create standards, concepts, or templates for energy efficiency and solar design by January 2012.		The City utilizes the CalGreen Building Code and does not anticipate developing additional standards.	Delete.
Implementation Measure (V.1.3) The City will review and amend as appropriate the General Plan, Zoning Ordinance, and related policy and regulatory documents to improve energy conservation beyond Title 24. The City will consider establishing an incentivized Green Building Program, encourage energy-efficient retrofitting, and encourage the use of renewable energy in residential applications. Some of the incentives the City will consider when drafting this program will be: • Providing eligible projects with building and plan check fee rebates (when financially feasible) • Achieving third-party green building certification • Exceeding 20 percent of Title 24 requirements • Renewable energy systems		The City adopted the CalGreen building code in 2011.	Continue.



HOUSING ELEMENT

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Green roofs Responsible Agency: Community Development Department Funding Source: General Fund, RDA funds Time Frame: Review and amend regulatory controls by January 2012.		
Goal VI Promote and participate in the resolution of housing, employment, and transportation issues on a regional basis in cooperation with all Contra Costa County jurisdictions.		
Implementation Measure (VI.1.1) The City shall support responsible state legislation which allows municipalities to enter into equitable agreements with other entities to transfer and financially participate in the provision of fair-share housing units closer to transportation centers and work centers outside the city limits, while retaining full credit for the transferred units. Responsible Agency: City Council Funding Source: General Fund Time Frame: Ongoing, 2009–2014	The City supports this type of legislation through its association with ABAG and the Contra Costa Transportation Authority.	Continue.
Implementation Measure (VI.1.2) The City shall continue to participate in programs in Contra Costa County (e.g., “Shaping Our Future” project and Contra Costa Affordable Housing Trust Fund) TRANSPAC (Transportation Partnership and Cooperation) is the Regional Transportation Planning Committee (RTPC) for Central Contra Costa and other regional planning efforts addressing housing, employment, and transportation issues. Responsible Agency: City Council Funding Source: General Fund Time Frame: Ongoing, 2009–2014	The City participated in and will continue to participate in TRANSPAC with staff and Council representation.	Continue.
Implementation Measure (VI.1.3) The City shall continue cooperation with the regional/countywide housing task force. The City shall use this task force as a means of gaining new policy and technical perspectives. Responsible Agency: Community Development Department Funding Source: General Fund	The City participated in and will continue to participate in the regional/countywide housing task force.	Continue.

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CITY OF CLAYTON

Implementation Measure	Accomplishments	Continue/ Modify/ Delete
Time Frame: Ongoing, 2009–2014 Implementation Measure (VI.1.4) The City shall continue to work with the Association of Bay Area Governments (ABAG) on their FOCUS program implementation. FOCUS is a regional development and conservation strategy that promotes a more compact land use pattern for the Bay Area. Some of the strategies that FOCUS is promoting are listed below: • Encourage infill and the efficient use of land capacity within existing communities; • Provide for compact, complete, resource-efficient communities near existing or planned transit and other infrastructure; • Provide opportunities for people to live near their jobs and work near their homes; and • Encourage a mix of land uses with jobs, housing, retail, schools, parks, recreation, and services in proximity. Responsible Agency: Community Development Department Funding Source: General Fund Time Frame: Ongoing, 2009–2014	The City participates with and has Council representation on ABAG boards and committees.	Continue.



HOUSING ELEMENT

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8.0 GOALS AND POLICIES

Adequate Sites and New Construction

GOAL I Provide for adequate sites and promote the development of new housing to accommodate Clayton's fair share housing allocation.

POLICY I.1 The City shall designate and zone sufficient land to accommodate Clayton's projected fair share housing allocation as determined by the Association of Bay Area Governments.

Implementation Measure I.1.1. To ensure that adequate sites are available through the planning period to meet the City's Regional Housing Needs Allocation (RHNA), the City will continue to maintain an inventory of sites available and appropriate for residential development for households at all income levels. In keeping with state "no net loss" provisions (Government Code Section 65863), if development projects are approved at densities lower than anticipated in the sites inventory, the City will evaluate the availability of sites appropriate for lower-income housing and, if necessary, shall rezone sufficient sites to accommodate the RHNA.

Responsibility: Community Development Department

Time Frame: Ongoing, as development projects are proposed.

Funding: General Fund

POLICY I.2 The City shall actively support and participate in the development of extremely low-, very low-, low-, and moderate-income housing to meet Clayton's fair share housing allocation. To this end, the City shall help facilitate the provision of affordable housing through the granting of regulatory concessions and available financial assistance.

Implementation Measure I.2.1. For residential projects of 10 or more units, developers will be required to develop an Affordable Housing Plan that requires a minimum of 10 % of the units to be built or created as affordable housing units. The City has established the following guidelines to provide direction for the review of Affordable Housing Plans associated with individual development projects and to provide direction for the preparation of an Affordable Housing Plan.

The plan shall be approved in conjunction with the earliest stage of project entitlement, typically with the City Council approval of the development agreement or other primary land use entitlement.

The Affordable Housing Plan shall specify and include the following:

- The number of dwelling units that will be developed as affordable to very low-, low-, moderate-, and above moderate-income households shall be a minimum of 10% of the total project. The number of affordable units shall be rounded up to a whole number. It is the City's desire that at least 5 percent of all project units be built as very low-income housing units and at least 5 percent of all project units be built as low-income housing units.
- The number of affordable ownership and rental units to be produced. Such split shall be approved by the City Council based on housing needs, market conditions, and other relevant factors. The split of ownership and rental units shall be addressed within the plan for each individual project.
- Program options within project-specific Affordable Housing Plans may include, but are not limited to, the following:
 - Actual production (on-site or off-site) of affordable units (including ownership and rental opportunities in the form of corner units, halfplexes, duplexes, cottages, creative alternative housing products, etc.).
 - Land dedication (on-site and off-site).
 - Payment of in-lieu fees.
- The timing for completion of affordable housing obligations. For projects proposing to construct affordable housing units, the City generally supports construction of affordable dwellings concurrent with the construction of market-rate housing when feasible. For projects providing alternative contributions (land dedication, funds, etc.), timing of such contributions shall be identified in the plan, with the expectation that the City will pursue construction of affordable units generally concurrent with construction of project market-rate housing.
- At the City Council's discretion, land or other contributions provided by developers as specified within project Affordable Housing Plans may be utilized to augment City efforts and the efforts of its nonprofit partners to provide affordable housing opportunities to all income levels throughout the community. The City will pursue supplemental funding to allow affordability to households earning less than 50 percent of area median income.
- In order to ensure the production and preservation of housing affordable to the City's workforce, no productive, reasonable program or incentive option will be excluded from consideration within project-specific Affordable Housing Plans. Possible incentives may include, but are not limited to:

- Density bonuses
- Fee waivers or deferrals (as reasonably available)
- Expedited processing/priority processing
- Reduced parking standards
- Technical assistance with accessing funding
- Modifications to development standards (on a case-by-case basis)

Responsibility: City Council, Planning Commission, Community Development Department

Time Frame: Ongoing, as projects of 10 or more units are processed through the Community Development Department. The City will monitor the implementation of this program to ensure that it does not cause a constraint to the development of housing in the City of Clayton and will make necessary revisions to the program if needed to avoid such a constraint.

Funding: General Fund

POLICY I.3 The City shall encourage the development of second dwelling units on new and existing single-family-zoned lots.

Implementation Measure I.3.1. The City shall continue to promote the development of second dwelling units by publicizing information in the general application packet and posting information on the City's website.

Responsibility: Community Development Department

Time Frame: Ongoing, 2015–2023

Funding: General Fund

POLICY I.4 The City shall aggressively promote mixed-use or second-story residential units above commercial uses in the Town Center.

Implementation Measure I.4.1. To encourage development of mixed-use projects in the Town Center, the City has adopted the Clayton Town Center Specific Plan which provides detailed policy direction, standards, and guidelines that encourage mixed-use and second-story residential development. The City will continue to promote development opportunities in the Town Center, circulate a development handbook that describes the permitting process for mixed-use projects, and offer incentives such as density bonuses to incentivize mixed-use projects.

Responsibility:	City Council, Planning Commission, Community Development Department
Time Frame:	Annually and upon receiving development inquiries for mixed-use development.
Funding:	General Fund

Regulatory Relief and Incentives

GOAL II To the extent feasible, remove governmental constraints for affordable and special needs housing.

POLICY II.1 The City shall seek to meet the special housing needs of individuals with disabilities and developmental disabilities, extremely low-, very low-, and low-incomes, large families, senior citizens, farmworkers and their families, female-headed and single-parent households, and others with special needs.

Implementation Measure II.1.1. Work with housing providers to address special housing needs for seniors, large families, female-headed households, single-parent households with children, persons with disabilities and developmental disabilities, farmworkers, and homeless individuals and families. The City may seek funding under the federal Housing Opportunities for Persons with AIDS, California Child Care Facility Financing Program, and other state and federal programs designated specifically for special needs groups such as seniors, persons with disabilities, and persons at risk for homelessness.

Responsibility:	Planning Commission, Community Development Department
Time Frame:	Ongoing, 2015–2023
Funding:	General Fund

Implementation Measure II.1.2. The City shall amend the Zoning Ordinance to specifically allow employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.5.

Responsibility:	Planning Commission, City Council, Community Development Department
Time Frame:	2015
Funding:	General Fund

POLICY II.2 The City shall encourage affordable housing by granting regulatory incentives to projects that provide affordable units.

Implementation Measure II.2.1. The City shall continue to authorize regulatory incentives and concessions for development projects that include residential units affordable to extremely low-, very low-, and low-income households. Incentives and concessions may include:

- Flexibility in development standards (e.g., reduced parking requirements, landscaping, setbacks)
- Reduction or deferral of certain development fees
- Priority application processing to decrease review and approval time
- Density bonus in accordance with State density bonus law (Government Code Section 65915)

Responsibility: City Council, Planning Commission, Community Development Department

Time Frame: Ongoing, as residential development projects are proposed.

Funding: General Fund

Rental and Homeownership Assistance

GOAL III Increase housing opportunities for lower-income renters and first-time homebuyers.

POLICY III.1 The City shall promote assistance to lower-income renters and first-time homebuyers by promoting programs available through Contra Costa County and the Contra Costa County Housing Authority.

Implementation Measure III.1.1. The City shall continue to refer interested persons to information regarding Contra Costa County's Mortgage Credit Certificate Program, the Mortgage Revenue Bond Program, and the Owner-Occupied Housing Rehabilitation Program. The City will continue to disseminate information regarding Contra Costa Housing Authority's Lower-Income Rental Assistance Program and Aftercare Certificates as information becomes available.

Responsibility: Community Development Department

Time Frame: Ongoing, 2015–2023

Funding: General Funds (used to post information)

Implementation Measure III.1.2. The City shall seek funding to develop and implement a down payment assistance program for first-time homebuyers by working with the County or by developing its own program that can be used with the Mortgage Credit Certificate program, new inclusionary units, or alone.

Responsibility: City Council, Planning Commission, Community Development Department

Time Frame: Examine funding sources and program opportunities by 2015.

Funding: CalHome, HOME, or other available sources

Implementation Measure III.1.3. The City shall review potential funding opportunities through the County HOME program and apply for funding for applicable projects when development opportunities arise.

Responsibility: City Council, Planning Commission, Community Development Department

Time Frame: Apply annually upon notice of funding availabilities.

Funding: HOME funds

POLICY III.2 Preserve units at risk of losing affordability covenants and converting to market-rate rents or sale prices.

Implementation Measure III.2.1. The City will continue to maintain and annually update the inventory of affordable housing projects and identify those that may be at risk of converting to market rate in the future. Specifically the City will:

- Work to ensure that affordable projects and units remain in or are transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring notices to qualified entities, coordinating an action plan with qualified entities upon notice, and assisting with financial resources or supporting funding applications.
- Provide assistance to any tenants that are displaced or are in danger of being displaced due to a conversion to market rate.
- Annually monitor local investment in projects that have been acquired by nonprofit or for-profit entities to ensure that properties are well managed and maintained and are being operated in accordance with the City's property rehabilitation standards.

- Work with owners, tenants, and nonprofit organizations to assist in the nonprofit acquisition of at-risk projects to ensure long-term affordability of the development.
- Meet with stakeholders and housing interests to participate and support, through letters and meetings and technical assistance, with local legislators in federal, state, or local initiatives that address affordable housing preservation (e.g., support state or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities).

Responsibility: Community Development Department

Time Frame: Annually

Funding: General Fund

Equal Access

GOAL IV Ensure equal housing opportunities for all persons in Clayton regardless of age, race, religion, sex, marital status, national origin, color, disability, or other barriers that prevent choice in housing.

POLICY IV.1 The City shall promote housing opportunities for all persons regardless of age, race, religion, sex, marital status, national origin, color, disability, or other barriers that prevent choice in housing.

Implementation Measure IV.1.1. The City shall review its Zoning Ordinance, policies, and practices to ensure compliance with fair housing laws.

Responsibility: Community Development Department

Time Frame: Annually, 2015–2023

Funding: General Fund

POLICY IV.2 The City shall strive to increase public awareness and acceptance of affordable housing in the community.

Implementation Measure IV.2.1. The City will provide information on proposed affordable housing projects to the public through the City's public hearing process in the form of study sessions, public hearings, and public meetings.

Responsibility: City Council, Community Development Department

Time Frame: Ongoing, as projects are submitted and processed.

Funding: General Fund

POLICY IV.3 The City shall offer reasonable accommodations for households with disabilities with respect to zoning, permit processing, and building codes and shall support programs to modify existing units to better serve the needs of disabled persons.

Implementation Measure IV.3.1. The City shall continue to distribute public information brochures on reasonable accommodations for disabled persons and enforcement programs of the California Fair Employment and Housing Council.

Responsibility: Community Development Department

Time Frame: Ongoing, 2015–2023

Funding: General Fund

Implementation Measure IV.3.2. The City will continue to implement its universal design ordinance and continue to distribute its brochure on universal design standards, resources for design, and compliance with City requirements.

Responsibility: Community Development Department

Time Frame: Implement universal design standards as development is proposed.

Funding: General Fund

Energy Conservation

GOAL V Encourage and maintain energy efficiency in new and existing housing.

POLICY V.1 The City shall continue to promote energy conservation in the design of all new residential structures and shall promote incorporation of energy conservation and weatherization features in existing homes.

Implementation Measure V.1.1. The City shall continue to provide energy conservation brochures at City Hall and the Clayton Community Library.

Responsibility: Community Development Department

Time Frame: Ongoing, 2015–2023

Funding: General Fund

Implementation Measure V.1.2. The City will review and consider possible amendments to the General Plan, Zoning Ordinance, and related policy and regulatory documents to improve energy conservation beyond CalGreen Tier 1 standards. The City will

consider establishing an incentivized residential green building program to encourage energy-efficient retrofitting, and the use of renewable energy in residential applications. Some of the incentives the City will consider when drafting this program will be:

- Providing eligible projects with building and plan check fee rebates (when financially feasible).
- Achieving third-party green building certification.
- Renewable energy systems.
- Green roofs.

Responsibility: Community Development Department

Time Frame: Consider establishing a residential green building program by 2017.

Funding: General Fund

Implementation Measure V.1.3. The City will explore home energy and water efficiency improvement financing opportunities available through PACE programs, such as HERO or Figtree PACE. To make this financing option available to Clayton residents, the City would need to adopt a resolution opting in to a Joint Powers Authority. These programs are available at no cost to the City.

Responsibility: Community Development Department

Time Frame: Consider opting in to a PACE program by 2015.

Funding: General Fund

Regional Planning

GOAL VI Promote and participate in the resolution of housing, employment, and transportation issues on a regional basis in cooperation with all Contra Costa County jurisdictions.

POLICY VI.1 The City shall actively support regional-based solutions to the housing, employment, and transportation issues initially within Contra Costa County and ultimately within the Bay Area.

Implementation Measure VI.1.1. The City shall continue to support responsible state legislation which allows municipalities to enter into equitable agreements with other entities to transfer and financially participate in the provision of fair-share housing units closer to transportation centers and work centers outside the city limits, while retaining full credit for the transferred units.

Responsibility: City Council
Time Frame: Ongoing, 2015–2023
Funding: General Fund

Implementation Measure VI.1.2. The City shall continue to participate in programs in Contra Costa County (e.g., “Shaping Our Future” project and Contra Costa Affordable Housing Trust Fund). TRANSPAC (Transportation Partnership and Cooperation) is the regional transportation planning committee for central Contra Costa and other regional planning efforts addressing housing, employment, and transportation issues.

Responsibility: City Council
Time Frame: Ongoing, 2015–2023
Funding: General Fund

Implementation Measure VI.1.3. The City shall continue cooperation with the regional/countywide housing task force. The City shall use this task force as a means of gaining new policy and technical perspectives.

Responsibility: Community Development Department
Time Frame: Ongoing, 2015–2023
Funding: General Fund

Implementation Measure VI.1.4. The City shall continue to work with the Association of Bay Area Governments on FOCUS program implementation. FOCUS is a regional development and conservation strategy that promotes a more compact land use pattern for the Bay Area. Some of the strategies that FOCUS promotes are listed below:

- Encourage infill and the efficient use of land capacity within existing communities.
- Provide for compact, complete, resource-efficient communities near existing or planned transit and other infrastructure.

- Provide opportunities for people to live near their jobs and work near their homes.
- Encourage a mix of land uses with jobs, housing, retail, schools, parks, recreation, and services in proximity.

Responsibility: Community Development Department

Time Frame: Ongoing, 2015–2023

Funding: General Fund

Quantified Objectives

Table 50 summarizes quantified objectives for the implementation measures outlined above. These measures are expected to contribute to the construction, rehabilitation, or conservation of units during the Housing Element planning period (2015-2023). Quantified objectives are listed by income category.

Table 50. Summary of Quantified Objectives

Objective Category/Program	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
Construction	25	26	25	31	34	141
Rehabilitation ¹	--	8	8	--	--	16
Conservation ²	20	66	14	26	--	126

¹ Estimate based on Owner-Occupied Housing Rehabilitation Program operated through Contra Costa County.

² The City expects to preserve all existing affordable housing units for the duration of the planning period.

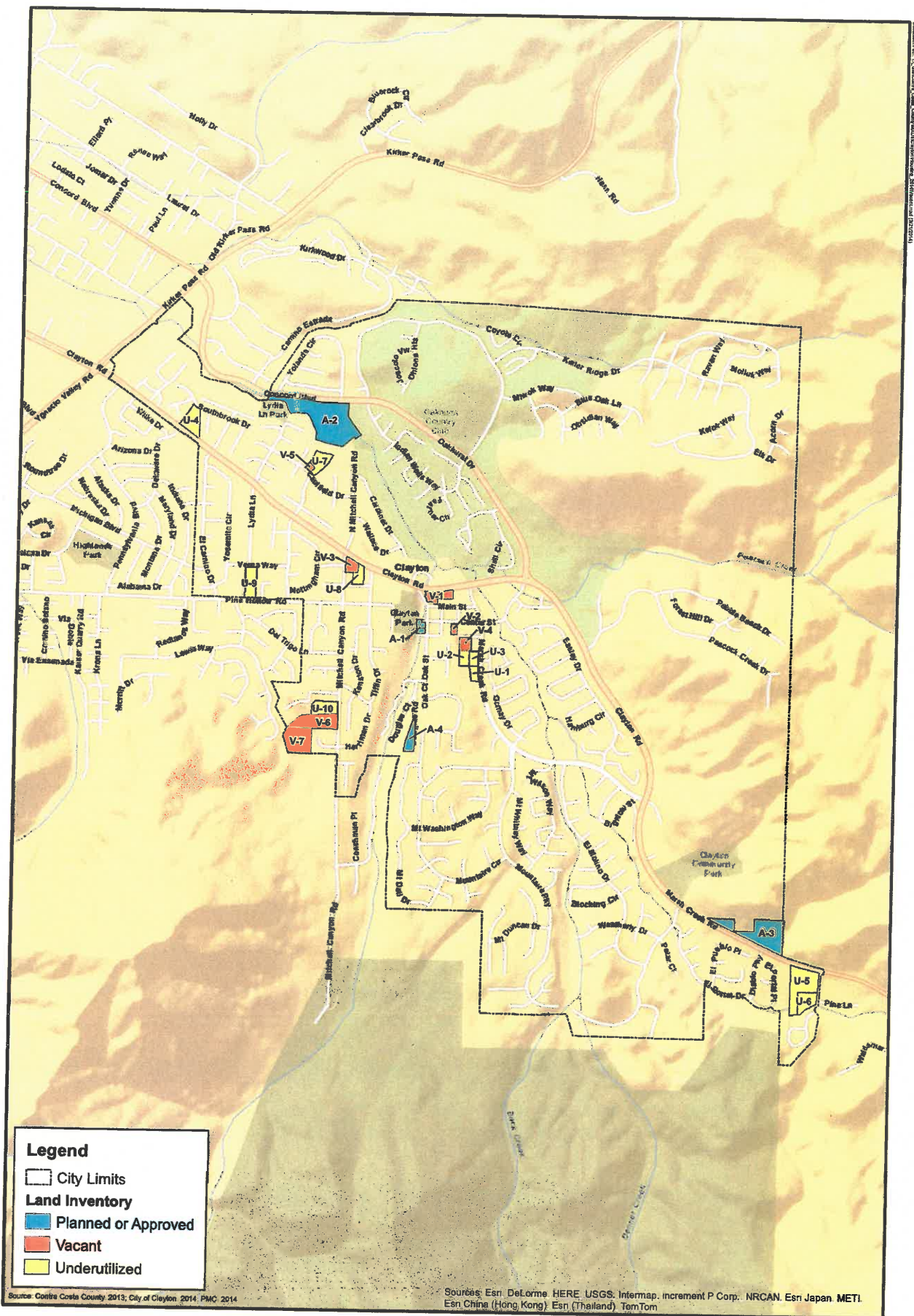
**APPENDIX A -
HOUSING CONDITIONS RESULTS MAP**



Appendix A **Housing Conditions Results Map**

PMC

**APPENDIX B –
SITES AVAILABLE FOR RESIDENTIAL
DEVELOPMENT**



PROPOSED CITY BUDGET
2014 – 2015

THE CITY COUNCIL

HANK STRATFORD, MAYOR
DAVID T. SHUEY, VICE MAYOR
JIM DIAZ, COUNCILMEMBER
HOWARD GELLER, COUNCILMEMBER
JULIE K. PIERCE, COUNCILMEMBER

* * *

PROPOSED BY:

GARY A. NAPPER, CITY MANAGER

* * * * *

PREPARED AND PRESENTED BY:

KEVIN MIZUNO, FINANCE MANAGER



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

BUDGET MESSAGE

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KEVIN MIZUNO, CPA AND FINANCE MANAGER

MEETING DATE: 3 JUNE 2014

SUBJECT: PROPOSED CITY, SPECIAL FUNDS, AND CIP BUDGETS
FISCAL YEAR 2014 - 2015

RECOMMENDATION

Following introduction and presentation of the proposed operations and capital improvements budgets for FY 2014-15 and receipt of public comments, it is recommended the City Council provide any policy direction and amendments accordingly, and then by motion set Tuesday, 17 June 2014 at 7:00 pm in Hoyer Hall are the date, time, and location of a Public Hearing on the proposed City Budgets..

PROPOSED CITY BUDGETS

Presented herein for public review and consideration is the City's proposed budgets for FY 2014-15. It is an annually balanced budget as required by law, and the General Fund displays a balanced budget of projected revenues exceeding expenditures by **\$30,118**, predicated on status quo labor concessions for Miscellaneous Employees Unit.

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

CITY OF CLAYTON BUDGETS					
BUDGET AREA	FY 2014-15	FY 2013-14	FY 2012-13	FY 2011-12	FY 2010-11
GENERAL FUND	\$ 3,849,443	\$ 3,649,122	\$ 3,670,702	\$ 3,651,536	\$ 3,656,609
OTHER FUNDS*	4,019,803	3,444,246	4,881,991	3,848,048	4,054,742
CIP	771,455	427,822	2,237,307	1,524,988	1,764,300
SUCCESSOR AGENCY	725,805	991,506	1,083,794	5,540,625	5,110,922
TOTAL	\$ 9,366,506	\$ 8,512,696	\$ 11,873,794	\$ 14,565,197	\$ 14,586,573

*Includes the City's special revenue (10), debt service (1), internal service (2), enterprise funds (2), and fiduciary funds (8 excluding the RDA Successor Agency shown separately).

PROPOSED TOTAL BUDGET

The combined financial program proposed for the General Fund, the City's Other Funds [special revenue, debt service, internal service and enterprise], the Capital Improvement Program (CIP) and the Successor Agency is \$9.366 million, an overall increase of approximately \$853,810 (10%) over last year's adopted total budget for the same funds. This substantial increase is primarily a result of an increase to the City's Other Funds budgets totaling approximately \$575,557. Budgeted expenditures increased in these Other Funds are primarily due to the following key reasons: (1) Increases in budgeted transfers from Measure J and Gas Tax to the CIP fund to finance capital projects totaling approximately \$392,455 and (2) the City including depreciation expense in the proposed budget for "full accrual" business-type CERF and Endeavor Hall proprietary funds totaling \$159,867 to support better internal capital equipment replacement planning for the City's proprietary funds.

Actual revenues for the General Fund are expected to be approximately \$3,810,442 by the close of FY 2013-14. In addition to the FY 2013-14 revenue projection, other City Council-authorized funding sources from unassigned fund balance included the appropriation of the FY 2011-12 audited general fund surplus of \$182,671 (Resolution #41-2013) as well as the authorization of 2012-13 encumbrances into the FY 2013-14 budget totaling \$102,602 (Resolution #01-2014). The inclusion of these two additional authorized appropriations of fund balance reserves resulted in total projected funding sources for FY 2013-14 of **\$4,095,715**.

Similar to the FY 2013-14 adopted General Fund budget, which projected an annual surplus of \$24,320, the proposed fiscal plan for the upcoming FY 2014-15 suggests that real property tax revenues are continuing to grow due to elevated assessed valuation increases resulting from a steadily strengthening economy. As with the prior year, FY 2014-15 projected secured property tax revenues are improving due to a combination of a brighter real estate market and the County Assessor beginning to restore the values of homes devalued during the recession closer to their Proposition 13 levels. It appears that Clayton's base economy of desirable real estate continues to regain some ground. Beyond secured property taxes, although several FY 2014-15 revenue line items such as interest revenue and transfers from other funds are projected to decrease from the adopted FY 2013-14 budget, these decreases are offset by projected increases in other line items such as sales and use taxes and franchise fee revenues. The end result is a projected overall increase in budgeted general fund revenues from FY 2013-14 to FY 2014-15 of approximately **\$170,700** or 4.92%. This large increase is not unreasonable though, considering that actual FY 2013-14 revenues are projected to be in excess of the revenues per the adopted budget by approximately \$101,600, which suggests that the adopted FY 2013-14 revenue figures may have been a bit too cautious.

Pursuant to Assembly Bill 1 26x, with the Clayton Redevelopment Agency (RDA) dissolved 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 the debt service and enforceable obligations of the former RDA as requested through the semi-annual

"Recognized Obligation Payment Schedule" (ROPS) process and are subject to the approval of the State Department of Finance. 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 the assessed valuation tax roll from its former 4.3% to an approximate 6.9% allocation. In practical terms, the effect is illustrated by the following example:

<u>Residential Homeowner pays an AV Tax Bill of \$7,000 per year</u>	
Pre-dissolution General Fund share:	\$301.00 (4.3%)
Post-dissolution Clayton General Fund share:	\$483.00 (6.9%)
Difference:	\$182.00 (60% Increase)

GENERAL FUND REVENUES

As described previously, total General Fund revenues included in the FY 2014-15 budget are projected to be approximately \$170,700 (4.92%) higher than revenues projected in the prior year budget. To reiterate, although this appears to be a significant increase, this is only a projected increase of approximately \$69,100 or 1.81% over projected revenues by the close of FY 2013-14. This is encouraging news for the City coming off years of declining real property taxes, dismal sales tax generation, and plummeting interest earnings. When looking at a 13-year history of Clayton revenues (ref. attached table in the General Fund Revenue section), it is clear that the projected revenue losses starting in FY 2008-09 due to the "Great Recession" are beginning to be offset by recoveries in property values as well as the overall local and regional economy. The "spike" in the 13 year trend graph from FY 2013-14 to FY 2014-15 reflects the favorable budget-to-actual revenue variance, whereby actual FY 2013-14 revenues are projected to be approximately \$101,600 higher than those budgeted for FY 2013-14 based on actual information to-date.

At year-end, it is projected that secured property taxes (including the general secured property taxes, VLF backfill by State, Sales Tax In-Lieu, and Redevelopment Property Tax Trust Fund (RPTTF) distributions) will come in approximately \$111,400, or 6.73% higher than budgeted. This is largely because the FY 2013-14 adopted budget projected secured property tax revenue growth of approximately 2.05% over FY 2012-13, when in reality the revenue growth is projected to be closer to 8.93% from FY 2012-13 actuals to FY 2013-14 actuals by the close of the fiscal year. Total net secured property taxes, as defined above, are projected to come in at \$1,843,800 in FY 2014-15, which is an increase of 4.33% over FY 2013-14 projected revenues. This increase is projected to result from a combination of Proposition 13 valuation restorations, home sales during FY 2013-14, and increases in the General Fund's share of RPTTF distributions. Increases in the General Fund's share of RPTTF distributions are expected to result from the 2014 RDA Tax Allocation Bond refunding and increases in RPTTF resulting from the final \$200,000 Diamond Terrace loan payment being made in the FY 2013-14 by the Successor Agency.

Using actual results to-date, the City's 1% slice (of the local 8.75% sales tax rate) is projected to come in approximately \$19,500 higher than budgeted, which in part helped in projecting the FY 2014-15 sales tax revenue figure of \$296,000. Although this is an increase of approximately \$24,900 over the FY 2013-14 adopted budget figure, it only represents a 1.86% increase over our final projections for FY 2013-14.

City business license tax revenue is projected to come in under budget by approximately \$19,500, totaling approximately \$116,500 at year-end which reflects our projected revenue for FY 2014-15. Consistently solid revenue performers are the City's franchise fees for solid waste collection, cable TV, utility and gas line consumer services; collectively, this category of General Fund revenue equals \$522,500 (13.5% of General Fund revenue). The combination of low interest rates and the City allowing investments to mature in order to make anticipated AB1484 Due Diligence Review (DDR) demands to the State Department of Finance has resulted in significant hits to the City Investment Pool earnings. As such, investment earnings to the general fund are projected to come in at \$37,600, which is approximately 37.33% less than the projected revenues of \$60,000 for FY 2013-14. For this reason, FY 2014-15 interest earnings for the General Fund are expected to be consistent with FY 2013-14 projections, until the State Department of Finance DDR demand payments are made, which is expected during or immediately prior to FY 2014-15 following the issuance of the City's DDR agreed-upon-procedures report.

One other significant source of general funds is the temporary infusion of \$250,000 per year for the City to manage the debt service and contractual obligations of the former redevelopment agency. As the Successor Agency retires its debt, this amount will dwindle until it disappears along with the Agency; a like portion of funds, however, will wrap around back to the City in the form of restored local property tax revenues (as noted above). Whether it will be a dollar-for-dollar replacement, less or more, remains to be seen once Agency debt and obligations are fully retired. The guestimate is it will be significantly less since of these real property tax revenues, the City receives only 6.9% of that pie.

In summation, the projected FY 2014-15 General Fund revenue picture of \$3,879,561 is overall increase of 4.92% over the FY 2013-14 adopted budget. It is also a slight 1.81% increase over projected revenues by the close of FY 2013-14 using actual revenue results to-date.

GENERAL FUND EXPENDITURES

The proposed FY 2014-15 budget assumes total expenditures of \$3,849,443, which reflects overall increase of 5.49% in General Fund expenditures compared to the prior year (FY 2013-14) adopted budget. In reality, budgeted expenditures for FY 2014-15 reflect an estimated 5.89% decline in projected actual expenditures by the close of FY 2013-14. Since labor negotiation with the Miscellaneous Employees Group has not yet engaged with the 1-year contract expiring on June 30, 2014, it is again noted this Budget assumes retaining the status quo on "Miscellaneous" employee group 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.

In FY 2013-14, several circumstances were encountered that are either not part of the normal operating budget or not planned for in the FY 2013-14 adopted budget. In the aggregate, FY 2013-14 expenditures that were not included in the FY 2013-14 budget assumptions totaled nearly \$248,802. These are primary explanations for the anticipated shortfall of \$254,018 when excluding City Council-authorized appropriations of General Fund reserves totaling \$285,273 outlined previously. Some of the more significant budget setbacks encountered include the following: (1) The administrative/finance department, temporary help required for an accounting consultant due to internal staff health problems resulted in non-recurring expenditures totaling approximately \$55,400; (2) Related to the administrative setback due to health matters, extra non-recurring costs for auditing and financial reporting amounted to \$42,000; (3) In the Police Department, overtime pay resulting from substantial officer turnover during FY 2013-14 resulted in unplanned and non-recurring overtime costs of \$30,000 greater than the \$95,000 in overtime adopted FY 2013-14 budget; (4) Non-recurring expenditures for Public Works Department deferred maintenance projects (Endeavor Hall furniture replacement, fence replacement in North Valley Park and at Endeavor Hall, Community Park scoreboard installation overages) totaled approximately \$29,400; (5) water irrigation costs for the Community Park are projected to be approximately \$34,000 greater than the adopted expenditures of \$81,000 due to projections to accurately applying actual FY 2012-13 water service costs of \$106,200. Staff has taken considerable measures to make up for these unanticipated FY 2013-14 costs by incorporating in the FY 2014-14 proposed budget a decrease in expenditures of approximately \$245,000 from projected actual FY 2013-14 expenditures of \$4,064,460.

As a service-provider organization it is predictable the expense for Personnel Services consumes the majority of the General Fund. The proportion of expenditures related to personnel services declined slightly to an approximate 67.3% of the overall \$3.819 million proposed budget (70% in FY 2013-14, 69% in FY 2012-13; 68% in FY 2011-12). This slight decline was a result of employees being responsible for portions of their medical premiums as well as employee pickup in retirement contribution percentage requirements for new employees falling under the Tier II or III ("PEPRA") categories. The City provides public services, as does the vast portion of the national economy; America in many respects is no longer an industrial nation, it is a service-provider nation.

Prior to FY 2013-14, on-going employee concessions over the previous four years included: no merit salary increases, eleven (11) furlough days per fiscal year for Miscellaneous employees (4.3% cut in pay), no Holiday pay premium time for Public Safety employees (4.1% reduction), no Cost-of-Living adjustments (COLA's) for four years (loss in wage value by a 4-year CPI increase of 9.8%), and employees picking up a greater share of health and dental insurance premiums. Recognizing private sector and self-employed enterprises have suffered similar pains, there has still been no

corresponding reduction in public services provided to the community with this lessened revenue base. During FY 2013-14 as a result of labor negotiations, furloughs for Miscellaneous employees were reduced to two (2) days and Police Officers received retrospective step increases, merit performance bringing several long-time employed officers to the highest step level.

The City's contract City Engineer (PERMCO), for the 6th straight year, has not sought an increase in retainer service payment. The contract City Attorney (Best Best & Krieger), which came onboard in August 2011, has also agreed to the same retainer schedule (\$96,000 per year base services fee) for the coming fiscal year. The City organization continues to make attempts to reduce costs where possible to weather lingering impacts of the recession and the economic storm in this heightened era of austerity.

Below is a recap of each General Fund Department in comparison to last year's Budget, which includes a narrative of significant changes:

GENERAL FUND DEPARTMENTS

DEPARTMENT	FY 2014-15	FY 2013-14	% CHANGE
LEGISLATIVE	\$ 65,741	\$ 53,301	23.34% ¹
ADMINISTRATIVE / FINANCE	795,386	860,775	-7.60% ²
PUBLIC WORKS	167,758	115,282	45.52% ³
COMMUNITY DEVELOPMENT	296,654	258,939	14.57% ⁴
GENERAL SERVICES	124,795	136,799	-8.78% ⁵
POLICE	1,894,659	1,786,117	6.08% ⁶
LIBRARY	160,972	149,341	7.79% ⁷
ENGINEERING	81,460	93,551	-12.92% ⁸
COMMUNITY PARK	262,019	195,017	34.36% ⁹
TOTAL	\$ 3,849,443	\$ 3,649,122	5.49%

Notes:

1. Includes General Municipal Election in FY 2014-15.
2. No requirement for additional accounting support and extra audit fees resulting from required expanded procedures.
3. Completion of the remainder of deferred maintenance projects remaining as of 30 June 2014 as well as increases in budgeted CERF charges of \$15,000 in FY 2014-15.
4. Completion of housing element project and increased share of legal professional service retainer.
5. Allocation of state unemployment taxes to various depts. rather than budgeting in General Services as in FY 2013-14.
6. Employer CalPERS retirement contribution requirement on Tier I ("Classic") police officers erroneously excluded in prior year budget. FY 2015 also assumes 1% COLA for officers and includes merit step increases of several officers to "E" during FY 2014 as a result of incomplete labor negotiations. Also budgeted increases in dispatch services from the City of Concord. Also due to increases in budgeted CERF charges of \$25,000 in FY 2014-15.
7. FY 2014-15 budget reflects more accurate cost estimates for staff time spent on library versus other non-general fund public works areas (e.g. landscape, street lights, storm water, streets, etc.).

8. Elimination of well monitoring costs as City expenditures as these are entirely reimbursable and are a wash.
9. FY 2014-15 budget reflects more accurate cost estimates for water irrigation supply costs and staff time spent on community park projects versus other non-general fund public works areas (e.g. landscape, street lights, storm water, streets, etc.).

Police Department operations remained steady with the prior year budget at 49% of the General Fund budgeted expenditures pie. This statistic means that of every \$1.00 paid by taxpayers as general tax revenue to the City, approximately one-half of the tax monies (or 49¢ of every \$1) is used to provide local law enforcement services to the community.

FY 2013-14 GENERAL FUND PROJECTED SHORTFALL

The FY 2013-14 adopted City Budget forecasted a surplus resulting from operations of approximately \$24,320. Unfortunately, during current year operations and even at the mid-year budget review, it appeared that unexpected and non-recurring circumstances made it reasonably possible that this projected surplus would not be attainable. Despite the fact that projected FY 2013-14 revenues are expected to exceed the adopted budget by approximately \$101,600 unanticipated expenditures encountered during the fiscal year are expected to result in actual FY 2013-14 expenditures exceeding revenues by approximately **\$254,018**. This shortfall is nearly entirely explainable by the non-recurring or unplanned expenditures in the Admin/Finance, Public Works, Police and Community Park departments described in the General Fund Expenditures section previously. However, the inclusion of City Council-authorized appropriations of available General fund reserves through Resolution #41-2013 (labor contingency, CERF, and self-insurance fund appropriations) and Resolution #01-2014 (FY 2012-13 encumbrances) resulted in total available FY 2013-14 funding sources of \$4,064,460, which exceeds total projected FY 2013-14 expenditures by **\$31,255**.

GENERAL FUND EQUITY BEGINNING BALANCE RESTATEMENT

As presented in the City's audited FY 2012-13 financial statements, the fund balance of the General Fund on 30 June 2013 was \$5,382,585. During the FY 2014-15 budget preparations, it was identified that a restatement of beginning FY 2013-14 General Fund equity would be required to properly reflect the write-off of a Community Gym Enterprise Fund receivable resulting from the YMCA bankruptcy in FY 2010-11. In FY 2010-11, as a result of the YMCA bankruptcy, and their inability to repay operational costs incurred by the City, a receivable in the amount of \$90,690 was written off in the Community Gym fund and reported as a "bad debt expense". Due to the Endeavor Hall Enterprise Fund's zero cash balance as of the beginning of fiscal year 2010-11, and prospective inability to repay this debt, this bad debt expense should have been reported in the General Fund. As such, the balance of General Fund equity as of the beginning of FY 2013-14 (01 July 2013) has been restated and lowered to **\$5,291,895**.

Reducing the restated beginning FY 2013-14 General Fund equity figure by the two FY 2013-14 appropriations of fund balance totaling \$285,273 results in net unassigned fund balance \$5,006,622 on 01 July 2013.

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 likely be elevated). 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.

As described previously, it has been calculated that our City could close Fiscal Year 2013-14 with receipted revenue less than expected expenditures of approximately \$254,018. However, as this shortfall has been primarily addressed by FY 2013-14 City Council action, it is not anticipated that further Council action will be necessary. Therefore, it is projected that the opening General Fund balance of the City will have declined to **\$5,037,877** as of 01 July 2014.

The City's reserve equity is therefore equal to 131.9% of our proposed General Fund expenditures for FY 2014-15. Subtracting the "untouchable" \$250,000 reserve lowers our true reserve equity to a position of 125.4% (\$4,787,877).

* * * * *

OTHER GOVERNMENTAL AND PROPRIETARY 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. These other governmental funds referred to as "Special Funds" is comprised of ten (10) special revenue funds, one (1) debt service fund, two (2) internal service funds, and two (2) enterprise funds. Generally Accepted Accounting Principles issued by the Government Accounting Standards Board (the GASB) categorize "special revenue", "debt service", and "capital project" funds as *Governmental Funds*, whereby "enterprise funds" and "internal service funds" are considered to be business-type *Proprietary Funds*. Strict controls and regulations are placed on the City's special 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. Discussion of the fiscal status of each of these governmental and proprietary funds takes place below (with the exception of the CIP fund, which is discussed separately thereafter):

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 **\$6.9 million** over the last 10 years 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 79 (year 2012), which positioned our aggregate street conditions in the industry standard category of “Very Good”, the 2nd highest category to “Excellent” (PCI of 90-100). Note this placement was prior to our recent \$1.4 million 2013 Neighborhood Street Pavement Rehabilitation Project which concluded in late April 2013 and resulted in most community streets below a 60 PCI ranking being repaved (including infamous Regency Drive).

At this time total Gas Tax revenues are estimated to be \$319,921 for FY 2014-15, essentially a flat revenue line as newer vehicles on the road continue to obtain greater gas mileage per gallon and the unemployed or under-employed populace drives less miles. 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 a 2015 Neighborhood Street Repaving Project to be performed in the summer of 2015. The City’s Gas Tax Fund opens FY 2014-15 with projected deficit fund equity of (\$3,833) due to the fact the City consciously “banked” on using FY 2013-14 Gas Tax Revenues to assist in funding the 2013 Neighborhood Streets project (CIP 10411) and the 2013 Pavement Rehabilitation Project (CIP 10417). During FY 2013-14, no capital projects were planned in an attempt to replenish fund balance deficits created by the aforementioned streets projects.

After allocation of monies for basic transportation maintenance and operation expenses (e.g. electricity for arterial street lights at \$44,000; traffic signal maintenance performed by the County at \$26,000; City Maintenance personnel compensation of \$13,560 for labor on street maintenance tasks and traffic sign replacements; general street maintenance supplies at \$12,000), it is proposed this Fund appropriate transfers of \$208,438 (66%) to the City’s Capital Improvement Project Budget for the following street improvements and repairs:

2015 Neighborhood Street Project	\$	157,393	CIP No. 10425
Collector Street Rehab Project	\$	45,045	CIP No. 10425
ADA Sidewalk/Parking Improvements	\$	6,000	CIP No. 10394A

With negligible monies remaining for capital improvement purposes, no neighborhood street repaving project was performed in FY 2013-14.

B. Citywide Landscape Maintenance District – Fund No. 210

In June 2007, Clayton voters approved a replacement real property special tax to continue funding the operation and maintenance of their citywide public landscaped areas. This annual tax is restricted to costs associated with: arterial and specified roadway medians and parkways, the trails system, the annual open space noxious weed abatement in Oakhurst 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 District's 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 District completed its 7th year of a 10-year approved operation (Measure B), and its citizens' oversight committee (Trails and Landscaping Committee, or TLC) meets periodically to ensure the promised maintenance standards and efficiencies are achieved with these special-purpose tax revenues.

Pursuant to the terms of voter-approved Measure B, the special tax rate may be modified annually by the change in the Consumer Price Index (CPI; San Francisco – Bay Area) from April to April. In no event shall the tax rate be increased by more than 3% each year. The CPI change (from April 2013 to April 2014) posted at 2.8%. The District's revenue projection has been increased by that factor accordingly and is set at a total of \$1,005,419 for FY 2014-15, an annual increase of \$27,385. Adding interest earnings of \$4,000 pushes the total revenue budget to \$1,009,419. Pursuant to its oversight charge, the citizens' TLC must still consider the CPI fluctuation and the District's tentative budget at its meeting scheduled in June 2014, which has not yet occurred at the time of the City proposed budget preparation. The TLC budget must be adopted by motion to recommend the City Council implement the full 2.78% CPI annual rate adjustment.

With the District investing almost \$800,000 in public landscape improvements, irrigation and Trail systems upgrades over the last three (4) years, the equity reserves of the District have been appropriately drawn down. Understandably then, the citizens' Trails and Landscaping Committee as well as City staff agreed the District's improvement projects should be slightly curtailed during FY 2013-14 in order to replenish the reserves

for another large landscape project push. For FY 2014-15, the District has budgeted to fund the following landscape improvement projects:

Open Space fire prevention tree and shrub trimming:	\$ 30,000
Keller Ridge Drive landscaping improvements:	29,400
Replace Irrigation System central control field panel:	20,000
Re-Landscape the Jeffrey Ranch median island:	3,500
LMD Bridge Renovation Project	70,000
<u>Downtown planters replacement project</u>	<u>35,000</u>
Total:	\$157,900

The installation and commencement of these significant landscape restoration and District improvement projects demonstrates the District'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 attack the public improvements sooner but conservative Clayton voters frowned on the higher annual assessment and bonded indebtedness to be shouldered by the District. Entering the District's 8th year of operation still allows the accumulation of modest reserves to accomplish many of the planned objectives.

The proposed budget for District water irrigation supply service incorporates a projected water increase of 3% for FY 2014-15, bringing the total budgeted water supply expenditure to \$187,000. 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.

Personnel services for this labor-intensive work effort account for 33.7% of the District's budget this year (\$341,300), down slightly from the prior year's portion of 37.5% caused by less labor time being expended after new landscaping and irrigation systems are installed. Whenever possible, tasks within the District are assigned to temporary seasonal personnel that are less expensive labor (e.g. trimming), which shifts the permanent City Maintenance personnel (5) to tasks requiring journeyman-level experiences (e.g. irrigation line and system repairs).

As approved by Measure "B" voters, the District's budget includes an annual expense of \$20,000 (Account 7316) for the purchase of replacement plants. The District further contributes its annual allocation of \$13,500 to the City's Capital Equipment Replacement Fund (CERF), from which Maintenance vehicles and equipment are purchased for use in maintaining the Landscape District. An expense of \$33,056 (3.3% of annual District 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 receivable and payable; District direction) attributable to administering the District's annual operations.

With all of these actions, the District's ending fund balance on 30 June 2015 will still be a healthy \$219,572, which equates to a reserve of 21.8% of its annual tax revenue. The

reserve status is confirmation the City does not siphon "surplus" monies of the District into its General Fund but uses the special tax revenues for its intended voter purposes.

C. The Grove Park – Fund No. 211

The Grove Park officially opened to the community on 12 January 2008 and on 29 May 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 approved a special property tax in November 2006 to maintain the park for 10 years (levy first collected in FY 07-08) so FY 2014-15 constitutes the 8th year of its special assessment revenue existence. The Downtown Park real property assessment will yield approximately \$120,106 in the coming year (with the recommended allowable CPI (April-April) tax rate adjustment of 2.8%). This Restricted-Use Fund will receive its seventh installment of the very generous \$10,000 annual "donation" (for ten years) from the land owners (Endashian, 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 Park Fund maintains a positive cash balance expected to be approximately \$243,956 at the end of FY 2013-14 with equity decreasing to \$204,490 at the close of FY 2014-15 primarily due to the completion of the park's spray feature improvement project (\$30,000) and election costs estimated at \$19,200 in FY 2014-15. Of this projected \$204,490 projected ending fund balance amount, \$103,858 sits in the Asset Replacement Reserve approved in the adoption of Measure O, \$105,098 in unreserved Fund Balance, and \$35,000 in unallocated Reserve funds.

During FY 2014-15, City staff will be continuously evaluating and ultimately propose to the City Council a series of improvements and replacement projects within The Grove Park to sustain its hallmark appearance. Examples of probable upgrades include replacing the resilient play surface in the Tot Lot and completion of the Water Play Feature improvement as well as the synthetic turf surrounding the Children Statuary. These park features require replacement due to significant public use.

For FY 2013-14, it is projected that total expenditures of The Grove will total approximately incurred \$168,205 offset in part by revenues totaling \$130,706, resulting in a restricted Fund operating (annual) shortfall of \$37,579. This shortfall is expected to result primarily from costs incurred for the repair of concrete and expansion joints, an upgrade to the electrical amp system for the stage concerts, and upgrades to the spray feature totaling approximately \$61,540. As the Park continues to mature and its public attraction increase, more City Maintenance personnel time is deliberately budgeted to keep The Grove 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.

These non-annual and higher City maintenance and improvement expenditures (e.g. park tree trimming) result in a projected operational plan of \$172,971 that responsibly utilizes available fund balance reserves by \$39,456. The FY 2013-14 adopted budget also anticipated a negative draw of \$5,176 on reserves, which is projected to reach a shortfall of \$37,579 by the close of FY 2013-14 should certain projects be completed faster than anticipated (e.g. repair of concrete and expansion joints, an upgrade to the electrical amp system for the stage, and upgrades to the spray feature). The District's reserves remain sufficient beyond its normal yearly operation and as noted, there exists a reasonable possibility that it will be drawn upon by separate requested action of the City Council in FY 2014-15 to make additional replacement improvements at The Grove.

D. Oakhurst Geological Hazard Abatement District [GHAD] - Fund No. 212

Formed by the City Council during the construction of the Oakhurst Development Project, this special 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 District 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 2014-15, assessment revenue is projected to be approximately \$36,509, which reflects a CPI increase of approximately 2.78%; it is unlikely property owners within the Assessment District would approve a significant rate increase sufficient to arrest or mitigate hillside movements. Interest earnings are essentially non-existent for this Fund (\$400), which operates for most of the 12 months in a cash-flow deficit. The Fund's assessment revenues are not received by the GHAD [City as its agent] until property owners pay their property tax bills in December and again in April each year.

Nominal management expenses proposed for the District this year include \$3,000 for City Engineering services (District Manager) and \$1,000 allocated for specialized legal

services. As monitoring expenditures did not materialize in FY 2013-14 but are projected to in the upcoming fiscal year, \$11,700 has been budgeted as a projected expenditure for monitoring the recently-installed Kelok Way hydrogers, which are underground dewatering devices in the hillside. 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. That annual expenditure (\$14,000) must remain for several years following settlement of the litigation as those defenses pertaining to the District'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 \$6,635 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% overhead). County administration fees to levy, collect and disburse the District's property tax bill assessment are set at \$1,400.

As proposed, annual District revenues are marginally insufficient to cover the annual planned expenditures. The annual shortfall of **\$1,896** allows little room for unanticipated expenses within FY 2014-15 and necessitates yet another annual draw on District reserves to fund limited operations. However, the District is projected to open the fiscal year with a positive fund balance of \$34,482 resulting from expenditures not yet being incurred for Kelok Monitoring costs projected to be \$11,700 in FY 2014-15.

No District 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 \$36,509 per year. The District maintains its legal life with the foresight and wisdom that affected property owners might someday wish to, or need to, proactively utilize this lawful instrument to address hillside movement remediation.

E. Presley GHAD Settlement (Fund 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 Fund were expended in FY 2013-14 and none are expected in FY 2014-15. After the inclusion of projected interest earnings to this Fund of approximately \$1,360 it is projected this Fund will end FY 2014-15 with a fund balance of \$121,450. 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 is a special assessment fund 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 18 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 2014-15 by approximately **\$6,892**. The sole differential for the deficit reduction is the legal ruling no mailed notice to property owners is necessary if the annual rate to be assessed remains identical to the previous year. This determination saved the Fund approximately \$3,000 per year in legal notice expense.

With an opening equity balance of \$146,226 projected on 01 July 2014, there is no justification to approach voters to increase this tax assessment. With the projected utilization of fund balance reserves in FY 2014-15, the Fund is projected to close FY 2014-15 with an equity balance of \$139,334.

It has been 18 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 previous rate in the next or subsequent years without an affirmative vote of the property owners (per Prop 218). It is further noted the equity position of this Fund does not incorporate an amortization program for replacement of aging or deteriorated street light poles.

G. Storm Water 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 (recently 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 yet now nets the City \$82,973 for local use in FY 2014-15 (plus projected interest earnings of \$1,300). 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	\$25,842
Commercial Building Inspections by Sanitary District	8,000
County Auditor-Controller administration fee	3,800
Reserve Fund for the Clean Water Program	3,000
<u>Flood Control District management expense</u>	<u>3,000</u>
Total Revenue Offsets:	\$ 43,642 (34.7%)

In addition the City must pay an annual NPDES Regional Discharger Fee to the state projecting 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 and monitoring measures each year to ensure cleaner storm waters. 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 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.

In the FY 2014-15 Budget, the City's stormwater costs under the Permit regulations exceed available revenues by approximately \$80,615, although the close of FY 2013-14 is expected to incur a smaller annual deficit of **\$36,265**. This is largely a result of the planned drainage insert contracted services that are budgeted in the amount of \$23,000 in order to help address State mandated regulations. Fortunately for the moment there is projected to be reserve balance of approximately \$142,223 at the start of FY 2014-15 in this restricted-use special revenue which is sufficient to cover the projected FY 2014-15 annual shortfall. The erosion of the Fund's equity 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") and the new MRP.

Labor expenditures from this Fund in FY 2014-15 (\$49,170) cover Public Works' maintenance of our 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 1/3rd 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 \$34,112 to the City's General Fund to partially offset this incurred staff time is essential.

As noted previously, the Fund is projected to open the fiscal year with approximately \$142,223 in equity reserves, and projects a year-end fund balance on 30 June 2015 of \$61,609, a 64% loss in reserves. At this rate, the Storm Water Fund will become depleted in during or immediately after FY 2015-16 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 \$43,260 annually 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 \$38,720. The revenue estimate is slightly lower (13%) than the annual contract fee due to the revolving number of vacant and foreclosed homes in Clayton (closed accounts) and various delinquent and non-paying accounts slicing away at the revenue stream.

Required annual expenditures are being absorbed into this Fund for Engineering Services (\$10,000) and Other Professional Services (\$38,349). Necessary Engineering Services will assist in providing the City's response to the state mandate to perform "trash management area mapping". Other Professional Services reflect increased state mandated programs involving drainage inlet insert cleanings (\$10,000), drainage inlet confined space cleaning (\$10,000), creek-side tree trimming (\$10,000) drainage inlet inspections and reports (\$3,000) and bioswale inspections and reports (\$2,000)

As a friendly public reminder: public streets and gutters are swept monthly to mitigate 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. Measure "J" Fund – No. 220

This special revenue fund originated by revenues from the \$0.05 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 county of Contra Costa 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 31 March 2009. Measure J is now in effect.

On July 15, 2010 the City received written confirmation from HCD that found "... Clayton's adopted element in compliance with State housing element law." With acceptance of our Compliance Checklist 2013 to CCTA for approval, the City is eligible to receive its full Measure J "Return to Local Source" funds in FY 2014-15 sometime in mid-September 2014. This fiscal year the City is informed by CCTA we can expect to receive our pre-committed Measure J "Return to Local Source" in an amount totaling \$235,723. This revenue, expected to be received in the fall of 2014, will be used to replenish the fund deficit at the start of FY 2014-15 resulting from FY 2012-13 streets projects being financed by a loan from the General Fund in anticipation of future Measure J revenues. Projects funded by Measure J revenues in FY 2012-13 that caused this deficit fund equity position included the 2013 Neighborhood Street Project (CIP 10411), the 2013 Pavement Rehabilitation Project (CIP 10417), and the 2012 Marsh Creek Road Upgrade (CIP 10414). As such, the Measure J fund is projected to open FY 2014-15 with a deficit fund balance of **\$47,097**.

In FY 2014-15, the proposed budget includes a transfer to the CIP fund in the amount of \$184,017 in order to fund the 2015 Street Repaving Project (CIP No. 10436). With this transfer, it is projected that the fund equity will end FY 2014-15 at zero, eliminating the deficit fund balance at the beginning of the fiscal year.

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. COPS Grant Program

The "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. The City has historically received an annual total of \$100,000 in COPS revenue pursuant to state legislation, which is restricted to "front-line law enforcement purposes."

It is projected in the FY 2014-15 budget that the City will receive the minimum \$100,000 entitlement this year to continue underwriting the expense of our 11th sworn police officer that works patrol in the community. Since Program inception

in FY 1996-97, our City has allocated COPS grant monies to pay a portion of salaries and benefits for our 11th sworn police officer position and two (2) civilian police services aides. Three fiscal years ago, internal calculations revealed the total expense for those three (3) positions exceeded the COPS Grant annual allocation of \$100,000 causing the City to reluctantly terminate the two (2) vacant civilian police services aide positions for budget savings. For FY 2014-15 this fund is budgeted entirely to fund the hiring of an 11th officer. Due to significant turnover of sworn police officers during FY 2013-14 (4 of 10), it is not projected that 11 sworn officers will be employed by the City for the entire FY 2014-15 timespan. Until an 11th officer is hired, any allocated revenues in FY 2014-15 will be restricted in the fund and ultimately build up a projected fund balance of approximately \$41,000 at the start of FY 2014-15. Allowing these grant proceeds to build up and generate interest revenue will be essential in helping restore the police department to its full capacity of 11 officers during FY 2014-15. Any remaining funds after direct costs associated with the employment of an 11th sworn officer are also eligible to be used for "front-line law enforcement purposes" pursuant to state guidelines (e.g. law enforcement equipment).

2. Other Grant Funds

Augmenting the COPS grant monies, this Fund expects receipt of \$15,050 in annual revenue from our cable communications franchise company (Comcast) for restricted use in Public, Education & Government (PEG) broadcast services and equipment. In addition, the completion of the Sewer System Management Plan in FY 2014-15 will result in reimbursable costs from the City of Concord totaling approximately \$22,475.

On the expense side of the ledger, \$26,900 is needed for the City's portion of the jointly-shared PEG broadcast channel on which channel our City broadcasts taped meetings of the Clayton City Council and displays other public/community information (Comcast Channel 26).

The Restricted Grants Fund is projected to close the fiscal year with a healthy fund balance of \$293,626. This fund balance is projected to be composed primarily of the following grants: (1) Comcast PEG grant (\$137,371), (2) Comcast Technology grant (\$76,663), (3) COPS grant (\$40,830), and (4) California Department of Beverage Control (DBC) Recycling grant (\$34,410).

J. Development Impact Fees (Fund No. 304)

This restricted-use special revenue fund holds the impact fees the City presently imposes on and extracts from new developments within our 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 were received in FY 2013-14, as the majority of City development subject to such fees occurred either prior to the fiscal year, or is planned (if coming to fruition) in FY 2014-15. The sole revenue source in FY 2013-14 is from interest earnings, which will be shared between the various development fee balances. During FY 2013-14, police impact fees were expended by the Police Department for the purchase munitions related equipment necessary for advanced tactical training.

At the current time, no expenditures are planned for FY 2014-15, however 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 2014-15 to appropriately reflect new projects to address the demands of more development. The FY 2014-15 projects a fund surplus of \$8,700 (attributable to interest earnings) which results in an ending projected fund balance of **\$714,222** at 30 June 2015.

K. Clayton Financing Authority (Fund 405)

On 04 December 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. This Financing Authority was initially established to allow redevelopment tax allocation bonds to be sold at a more favorable negotiation basis versus a public basis. The Financing Authority 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 Financing Authority 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 Financing Authority sold the real property for \$800,815 to a commercial developer (Endashian, 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). During FY 2012-13, the City Council authorized the use of a portion of these discretionary funds to finance a portion of the 2013 Neighbor Neighborhood Street Project (CIP No. 10417). No expenditures were appropriated in the FY 2013-14 budget nor have been planned in the proposed FY 2014-15 budget.

The projected opening fund balance of \$696,508 is expected to be increased during FY 2014-15 by approximately \$7,800 resulting in an ending fund balance of **\$704,308** as of 30 June 2015.

L. Self-Insurance Fund – No. 501

This internal-service Fund manages the fiscal obligations of the City's self-insured program for our retention deductible (\$5,000 per claim) on initial claims filed against the City for general liability and workers' compensation. 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 hitting this Fund is the annual premium (now \$1,248 from last year's \$1,224) to underwrite an Employee Assistance Program (EAP), a shared public entity consortium for employee good-health counseling and wellness services benefiting our permanent organization.

Since the Fund has no periodic or systematic replenishing source of revenue, the City Council authorized a one-time transfer of \$54,154 from General Fund surplus supported by the audited FY 2011-12 financial statements. This transfer (made in FY 2013-14) assisted in replenishing the losses that resulted from legal expenses on the Oakhurst Hillside litigation cases beginning in FY 2008-09.

M. Capital Equipment Replacement Fund (CERF) – No. 502

This Fund functions as the City's depreciation account to underwrite the replacement expense of City vehicles, computers and other capital equipment. The CERF is projected to open FY 2014-15 with a beginning equity balance of \$466,304. Of this opening equity, only \$127,609 is projected to be unrestricted cash balances, 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, etc.) via expense Account No. 7486. Based on the current annual depreciation expense presented in the FY 2012-13 audited City financial statements the annual depreciation expense of capital equipment is closer to \$124,000 in current times.

However, 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 2012-13, based on favorable General Fund operating results, a one-time transfer of \$25,000 was authorized to the CERF, which is still only 20% of the annual CERF depreciation expense.

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 74% 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 District. The FY 2014-15 CERF Budget shows incoming revenues from the Landscape Maintenance District of

\$13,500 and the Downtown Grove Park Fund of \$2,700. Total FY 2014-15 revenues in the CERF fund, including estimated interest earnings of \$1,170 are projected to be \$27,370.

In FY 2014-15 a CERF charge of \$25,000 is and \$15,000 budgeted in the Police and Public Works departments respectively to assist in financing the replacement of future vehicles and to help alleviate the cost of a patrol vehicle and tractor planned to be purchased by the departments in FY 2014-15. As identified in the prior year's Budget Message, Public Works was in dire need of a new tractor, as the current 1991 model is 23 years old and is starting to require more repairs than running time.

At the conclusion of FY 2014-15, after planning for the purchase of the two aforementioned vehicles and increased CERF charges to departments, it is projected that the CERF will have an equity balance of \$399,874, of which **\$82,979** pertains to cash reserves.

N. Community Gym (Fund No. 701)

This Fund was established in 2003 after the City executed an agreement with the Mt. Diablo Region YMCA for their development and provision of community recreation and enrichment programs at the Clayton Community Gym. The Gym is a joint construction – joint use public facility sited on the campus of the Diablo View Middle School.

The City has the right but not the obligation to use the Gym for community programs and events from 3:30 p.m. to 11:00 p.m. during school days, and from 8:00 a.m. to 11:00 p.m. during non-school days (including weekends). Use of the Gym during such times incurs School District expenses for custodial labor, custodial supplies and utilities, which expenses must be paid by the City via its Gym operator. In February 2010, the Mt. Diablo Region YMCA abruptly and shockingly terminated its agreement with the City, effective 31 March 2010, due to insolvency, which eventual YMCA bankruptcy left the City with unreimbursed School District expenses now totaling \$100,679. The City filed an unsecured creditor's claim against this YMCA in its bankruptcy proceedings seeking full repayment from liquidated assets. The liquidation of the YMCA's bankruptcy assets resulted in the City, as an unsecured claimant, receiving a one and only share of the assets in the amount of \$9,989.54 (9.92% paid on the claim amount). This unfortunate affair results in a net loss to the City of **\$90,690** reported in the Community Gym Fund in FY 2010-11.

As presented in the City's audited FY 2012-13 financial statements, the net position [equity] balance of the Community Gym fund on 30 June 2013 was a deficit of **\$95,954**, which resulted from the unfortunate terms of the bankruptcy settlement in FY 2010-11. During the FY 2014-15 budget preparations, it was identified that a restatement of beginning FY 2013-14 Community Gym Fund equity would be required to properly reflect the City's bad debt expense loss resulting from the YMCA bankruptcy. Due to the Community Gym fund's zero cash balance as of the beginning of fiscal year 2010-11, and fund's prospective inability to repay this debt, this bad debt expense should

have been reported in the General Fund. As such, the restated Community Gym equity balance as of the beginning of FY 2013-14 (01 July 2013) is a deficit of **\$5,215**.

Responding to community outcry to have continued public access to the Gym for adult and youth recreation programs and sports leagues, in June 2010 the City contracted with All Out Sports League (AOSL), a non-profit 501 (c) (3) organization, to be its new operator and provider of community programs. The agreement specifies AOSL is responsible to reimburse the City its incurred custodial and utility expenses. By way of email to the City in May 2014, AOSL again expressed its written desire to continue its contractual relationship with the City through FY 2014-15 for programming and operation of community recreation programs at the Gym at a deposit amount of \$2,200 per month. The City and the School District have still not resolved differences regarding fair cost apportionments or methodologies for custodian labor expenses and utility costs at the Gym. These monthly deposits are not reflected as revenue and accumulated within the fund's equity, but are rather deferred for potential future payments to the School District. Upon resolution of the dispute with the School District on janitorial billings, the enterprise fund will be dissolved and any net cash balances will be transferred to the General Fund.

O. Endeavor Hall (Fund No. 702)

This separate fund was established in the 2002-2003 Budget to track specific revenues and expenses of the million dollar historic Endeavor Hall renovation. More potential users and actual renters have discovered the advantages of Endeavor Hall for events, meetings, and special occasions, and the budding Clayton Theatre Company recently used the Hall for the second year for several fundraising theatrical productions. Rental income for FY 2013-14 is projected to land at approximately \$18,000, which is in excess of the adopted FY 2013-14 budget by \$3,000. Despite this positive news, it is offset by the fact that operational expenditures (excluding depreciation of the facility and improvements) are projected to exceed operational revenues by approximately **\$12,370** by the close of FY 2013-14. Based upon its rental performance projected for FY 2013-14, we expect the operational shortfall (excluding depreciation expense) to be approximately **\$11,454** in FY 2014-15.

For FY 2014-15, minimal City Maintenance time (\$14,590) must be allocated 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 operational and maintenance expenses in FY 2014-15 are budgeted at \$30,154, approximately \$1,500 higher than in the prior year. Depreciation expense in this fund is projected to remain steady at \$36,067 in FY 2014-15.

As the average renter of Endeavor Hall generated approximately \$640 in rental income in FY 2013-14, all that is necessary for this Fund to break even in operation (excluding the impacts of depreciation expense) next year is an average of 1.6 (approximately 2) more rentals per month.

FIDUCIARY FUNDS

Tracked by the City and included herein for reference, Fiduciary Funds of the City are not typically considered part of a 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 (Fund No. 217) and Oak Street Bridge (Fund No. 218)

These assessments are levied against certain private property owners in the Oak – High Streets area to maintain the bridges constructed in these areas in 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. The Oak Street Bridge project is repaid over twenty (20) years with its debt ultimately retired in 2020. Each Fund incurs minimal annual expenses for its share of the County's property tax administration fees, and Fund 217 includes property taxes levied on public property contained within that special assessment district. The funds will continue to assess annual levies against covered parcels within the District until the underlying long-term obligations are fulfilled. The outstanding debt in the High Street Bridge Fund (217) and the Oak Street Bridge Fund (218) was \$21,697 and \$15,931 as of 30 June 2015 respectively. In FY 2014-15 the assessed levy for the High Street Bridge and Oak Street Bridge Funds is projected to be approximately \$1,634 and \$6,150, which are sufficient to make debt service payments and related debt and levy administrative fees.

B. Lydia Lane Sewer Assessment District (Fund No.222)

Established and funded solely by private property 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 owners since they "opted out" of inclusion in the original Project Area of the newly-formed Clayton Redevelopment Agency (1987) and therefore became ineligible for Agency funds to address a public health and safety blight by 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 over a thirty (30) year life. Parcel assessments are projected to produce approximately \$17,800 in FY 2014-15. Principal and interest payments for FY 2014-15 total \$15,700 or 83% of the District's annual expenses. The Fund manages the retirement of this private debt obligation shouldered by the assessed real property owners, which reveals a positive Fund Balance of \$86,485 expected on 30 June 2014 (equity retained for any late or defaulted payments).

C. Oak Street Sewer 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. Annual parcel assessments are projected to produce \$13,160 in District revenue in FY 2014-15. Principal and interest payments for FY 2014-15 total \$11,510 or 86% of the Fund's budgeted expenses. This Fund manages the retirement of the private debt over twenty-five (25) years, to be paid off in 2029. The Fund is projected to carry a positive equity cash balance of \$3,828 as of 30 June 2015.

D. Diablo Estates Benefit Assessment District – Fund 231

This is the second fiscal year for the establishment and inclusion of a new fund to manage the assessment district for the 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.

FY 2014-15 assessment revenue is projected to be approximately \$76,475, which reflects a CPI increase of 2.78%. The primary FY 2014-15 expense of the district pertains to a property management firm (\$50,500). The Fund is projected to have a positive equity position at the end of this FY 2014-15 of \$52,312, primarily retained for future infrastructure replacements serving the residential subdivision.

E. Middle School Community Facilities District (1990-1) – Fund No. 420

As its name implies, this Fund manages the accumulation of annual real property assessments that paid (in part) for the construction of the Diablo View Middle School, a 2007 and 2013 recognized CA Distinguished School. During FY 2007-08 the outstanding debt was refunded to obtain a lower interest rate on the remaining principal (see Fund No. 422), 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 debt administration expenses are incurred to manage the retirement of this Fund, which is projected to have an ending Fund Balance of \$3,644,912 on 30 June 2015. FY 2014-15 expenses include outlays for principal and interest payments on the 1997 bonds totaling \$486,007, plus a transfer to the CFA 2007 Middle School Refunding Fund (422) of \$424,496 necessary to make FY 2014-15 debt service payments on the 2007 bonds.

Projected FY 2014-15 assessment revenue of approximately \$414,750 will be necessary to make the CFA 2007 Middle School Fund debt obligations. This levy incorporates a \$50,000 levy credit based on available reserves, and a \$65,120 levy credit based on cash flow differences between the 1990-1R local obligations (inflow of \$495,144) and the 2007 CFA bonds (outflow). As such, the assessment revenue is less than the debt service payments required to be made as the District due to the application of available reserves allowing for the planned annual reduction in the special tax levy requirement.

F. Clayton Station Community Facilities District (1990-2) – Fund No. 421

This debt service account pays the obligations of a small special assessment commercial district that assisted in the installation of on-site and offsite capital improvements to facilitate the construction of the private development known as the “Clayton Station” commercial shopping center. The debt is retired solely through an annual assessment levy against this private real property. In FY 2014-15 principal and interest payment totaling \$124,502 are scheduled to be paid by the District. FY 2014-15 is projected to be the final year of the levy, which will be significantly reduced by \$76,581 from the prior year levy due to a levy credit resulting from accumulated reserves. The Fund expects an ending balance of \$130,687 on 30 June 2015 which is sufficient to make the final year of debt service payments and administrative fees. Upon final payment of the debt in FY 2015-16, the District can be closed out.

G. Special Tax Revenue Refunding Bonds (2007) – Fund No. 422

In 1997 the Clayton Financing Authority issued \$7.16 million in Special Tax Bonds to finance in part the construction of the Diablo View Middle School (ref. Fund No. 420). Approximately \$5.285 million remained outstanding on the debt carrying a final maturity date of 2022. In May 2007 the Authority’s Board of Directors (City Council) determined it was financially advantageous to the Oakhurst Development real property owners for the Authority 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 District rate payers which saved individual property owners approximately \$20 - \$51 per year. Bond interest rates fell from the range of 5.25% - 5.90% down to 3.5% - 4.2%.

FY 2014-15 principal and interest payments total \$424,496, which is projected to be funded by a transfer from the 1990-1 Middle School CFD by an amount equal to the debt service requirement. The Fund is projected to incur a shortfall of **\$4,005** resulting from bond administration fees and costs. The Fund is projected to close FY 2014-15 with a balance of **\$397,305**.

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CAPITAL IMPROVEMENT PROGRAM (CIP)

With the demise of redevelopment agency monies for capital improvement projects, the City now has limited financial capacity to complete key capital improvement projects. Due to shortages in capital project funding available resulting from the completion of several large projects in FY 2012-13, and the City's measures to replenish the fund balances of the Gas Tax (201) and Measure J (220) funds, very little (in dollars) was planned for FY 2013-14. The following is a summary of Capital Improvement Program project activity during FY 2013-14:

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 as to 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 transferred \$6,000 to fund this program during FY 2013-14.

2. **Community Parking Lot Expansion (CIP No. 10413)**

Combining City funds with an East Bay Regional Park District grant, the existing public parking lot at the Clayton Community Park was expanded to add an additional 100 parking spots for patrons and organized sports teams frequenting the park. The expanded parking lot was also punched through an easement granted by MDUSD to connect with the Gym Court ingress/egress to relieve parking constraints experienced at the adjacent Diablo View Middle School, the Clayton Community Gym, and the adjacent Regency Woods residential neighborhood. The expanded parking lot replaced heavily wooded and overgrown landscaping with a more efficient irrigation system and lower maintenance vegetation (reduces water consumption and expense). The added parking lot also eases traffic congestion at the middle school during parent-student commute times. In FY 2013-14 the City's 2007 CFA agency fund contributed the remaining funds in the 2007 bond project fund (\$22,800) to this project to help finance total project costs that exceeded projected funding sources by approximately \$312,415 as of 30 June 2013. It is projected that the remaining project deficit of \$298,105 will be financed in FY 2014-15 by remaining unassigned interest in the Capital Improvement Fund.

3. 2013 Neighborhood Street Repaving Project (CIP No. 10417)
Using FY 2013-14 Gas Tax monies, the City was able to assemble a substantial local street rehabilitation project that addressed approximately 30 streets having the worst Pavement Condition Indexes in the community. This project was deemed substantially complete in FY 2013-14 and a Notice of Completion was authorized by the City Council via resolution 40-2013 on 17 December 2013. This project significantly elevated the overall condition of Clayton's local streets to "Very Good" ranking. Remaining expenditures totaling **\$76,893** were incurred by this project in FY 2013-14 and were funded entirely by Gas Tax (Fund 201) revenues.
4. 2012 Trail System Repaving Project (CIP No. 10429)
Through the use of Citywide Landscape Maintenance District monies, segments of the Mt. Diablo Creek and Donner Creek Trails were resurfaced in conjunction with the Neighborhood Street Repaving Project. In FY 2013-14 the City's Landscape Maintenance District transferred funds totaling \$9,887 to cover unfunded remaining costs that had accumulated in this project. This project was deemed substantially complete in FY 2013-14 and a Notice of Completion was authorized by the City Council via resolution 40-2013 on 17 December 2013.
5. Diablo View Middle School Safety Signage (CIP No. 10433)
This pedestrian safety and traffic calming project involved the installation of two (2) solar-powered traffic speed devices on Marsh Creek Road adjacent to the Diablo View Middle School. The funds are grant monies awarded to the middle school and the City by the Contra Costa 511 Program, under its "Street Smarts Infrastructure Program". In FY 2013-14 project expenditures totaled **\$23,462**, which were reimbursed entirely by the 511 Grant.
6. CCP Scoreboard Replacement (CIP No. 10434)
In FY 2013-14 the City undertook a project to replace the Clayton Community Park's three inoperable and antiquated scoreboards located at the sports fields of the park. The three existing scoreboards were originally purchased by the Clayton Business and Community Association (CBCA) in February 1995. During the year, the City purchased and installed new LED-based scoreboards which were both more resistant to vandalism, energy efficient, user friendly and aesthetic. Total FY 2013-14 project costs came to approximately **\$43,544**, of which \$36,500 was funded by Contra Costa County using County Park Dedication Funds and the remaining \$7,044 funded by the City's General Fund Deferred Maintenance account. This project was substantially completed as of May 2014.

7. Library HVAC Unity Replacement (CIP No. 10435)
In FY 2013-14 the City undertook a capital improvement project to replace the Library's unreliable 20 year old chiller and water pump in the HVAC system. This project had a total projected cost of **\$127,547**, which will be funded by unallocated interest earnings in the Capital Improvement Fund as of 30 June 30, 2013. This project was substantially completed as of May 2014.

Total Projected Capital Related Expenditures in FY 2013-14: **\$ 271,446**

The following capital improvement project monies have been proposed for appropriation in FY 2014-15 but only one is scheduled for completion in the same year (due to limited funds):

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 as to 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 2014-15, as the City annually builds reserves in this project account for projected future costs totaling approximately \$500,000.
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. In FY 2013-14 the City projects to receive approximately \$21,000 in funding from PG&E's Rule 20A funds although no project expenditures are planned at this point for FY 2014-15.
3. 2015 Neighborhood Street Project (CIP No. 10424)
The City consciously advanced funds from FY 2013-14 year's Gas Tax and Measure J monies (for local transportation purposes) to finance costs associated with the Neighborhood Street Project (CIP 10411), the 2013 Pavement Rehabilitation project (CIP 10417), and the 2012 March Creek Road Upgrade (CIP 10414) Repaving Project. As described in the Measure J and Gas Tax Fund sections previously, the advanced City financing of these projects resulted in the Gas Tax and Measure J Funds opening FY 2014-15 with projected deficits of **\$3,833** and **\$47,094** respectively. Consequently,

limited funds remain in FY 2014-15 to perform any significant street contract work, and there is a reasonable possibility that this project will not be completed during FY 2014-15 as additional future funds may be required. Total projected FY 2014-15 expenditures related to this project are **\$341,410**.

4. Collector Street Rehab Project (CIP No. 10425)

A "Collector Street Rehab Project" is targeted for FY 2014-15 which is projected to be funded by federal Local Street and Road Shortfall Fund monies (STP monies) expected for release in the coming fiscal year of \$385,000. This federal grant requires a local match of 11.5%, which the City plans to meet using with Gas Tax monies allocated for FY 2014-15 totaling \$45,045. These 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. Total projected FY 2014-15 expenditures related to this project are **\$430,045**.

Total Projected Capital Related Expenditures in FY 2014-15: **\$ 771,455**

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PUBLIC EMPLOYEES RETIREMENT PENSION SYSTEM

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 "defined benefit" plan offered by CalPERS. For the next 37 years and continuing today, the 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 its primary retirement program.

After researching records of the City, 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 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. This CalPERS action caused most of the small employers to suddenly have an "unfunded liability" which Clayton has now been reducing overtime within its Employer 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 castigating editorial opinions. The state of California enacted its own Pension Reform Act effective January 2013 that created a new defined benefit pension system for newly-enrolled CalPERS-covered employees.

Acting in advance of most public agencies, the City created a Tier 2 "Classic" 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. Currently, one (1) of the five (5) Clayton City Council Members is not a member of CalPERS and therefore pays into the Social Security federal program.

As a consequence of these steps, the City of Clayton now has three (3) separate CalPERS pension plans for its employees:

1. Tier 1 "Classic" 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 City makes employee contributions on behalf of the employees, which is 9% for Public Safety plan members, and 7% for Miscellaneous Plan Members. In FY 2014-15 employer contribution rates for "Tier 1" employees will be 48.158% and 24.232% for Safety and Miscellaneous Plan Members, respectively. These two rates include the employee contribution requirements made on behalf of the employer.
2. Tier 2 "Classic" 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). 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 2014-15 employer contribution rates for "Tier 2" employees will be 20.083% and 8.005% for Safety and Miscellaneous Plan Members, respectively
3. Tier 3 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. In FY 2014-15 employer contribution rates for "Tier 3" employees will be 11.50% and 6.250% for Safety and Miscellaneous Plan Members, respectively

Each Plan summarized above differs in the type of defined benefit plan (e.g. 2% at age 60 – Miscellaneous) and employee contribution rates (e.g. employee pays 100% of the Employee rate), as noted below in the footnotes.

In the spirit of that discussion and to provide proper transparency of the City's fiscal position, the following chart with notations is offered (using the most current data supplied to the City by CalPERS):

Unfunded CalPERS Tier I Liability for Clayton

UNIT	June 1, 2013	June 1, 2012	June 1, 2011	June 1, 2010
Public Safety	\$ 674,887	\$ 770,449	\$ 853,030	\$ 925,328
Miscellaneous	411,654	447,669	478,096	504,363
Totals	\$ 1,086,541	\$ 1,218,118	\$ 1,331,126	\$ 1,429,691

* "Unfunded Liability" is the amount the City's CalPERS actuarial annually determines is owed in addition to current payment. The liability due is being amortized (paid down at approx. \$100k+ per year) through the City's current CalPERS' rates; a portion of the Employer rate goes to retire this liability.

Notes:

1. This October 2013 data is the latest information released by CalPERS; there is always a one year time lag in its generation of this data, which is based on an Annual Valuation Report as of 30 June 2012.
2. The City altered its CalPERS retirement plans in early 2001, moving from 2% at age 60 to 2% at age 55 for the Miscellaneous Unit, and from 2% at age 50 to 3% at age 55 for the Public Safety Unit. Neither of those Plans is the premium pension plan offered by CalPERS for either Unit.
3. In January 2011 the City Council enacted a contract that new employees of this City be enrolled in the 2% at 60 [Tier II] pension plan for the Miscellaneous Unit and the 2% at 50 [Tier II] pension plan for the Public Safety Unit.
4. Public Safety (Tier I) rate for Employer in FY 2014-15 will be 39.158%, up 0.995 points from FY 2013-14 (rate was 38.163%; a 2.61% rate jump). CalPERS estimates the FY 2015-16 Employer Rate will rise to 40.7% (3.94% increase). The Employee Share portion of 9% currently paid by the City is in addition to this rate (combined = 48.158% of salary for FY 14-15, up from 47.163% in FY 13-14). The unfunded liability (Side Fund), as noted on the chart above, represents 17.791 points of the Employer Rate and the pool's unfunded liability equals 5.937 points of the Rate (this amount cannot be paid off). The net Employer "Normal Cost" is 15.430%

5. Misc. Unit (Tier I) rate for Employer in FY 2014-15 will be 17.232%, up 0.787 points from FY 2013-14 (rate was 16.445%; a 4.786% rate jump). CalPERS estimates the FY 2015-16 Employer Rate will rise to 18.1% (5.037% increase). The Employee Share portion of 7% currently paid by the City is in addition to this rate (combined = 24.232% of salary). The unfunded liability (Side Fund), as noted on the chart above, represents 6.2 points of the Employer Rate and the pool's unfunded liability represents 3.208 points of the Rate (this amount cannot be paid off). The net Employer "Normal Cost" is 7.824%.

In the proposed fiscal plan for 2014-15, these CalPERS financial impacts have been folded into this balanced budget but are still subject to the employer-employee collective bargaining process that has been deferred until release of this Budget. The total amount of monies in the proposed budget that is projected to be required to pay the CalPERS retirement contributions in FY 2014-15 is \$464,914 across all Funds (down by \$82,306 or 15% from actual retirement expenditures totaling \$547,220 in 2012-13) as apportioned to labor allocations. The forced migration of new City employees to less expensive CalPERS defined benefit plans created the savings plus the fact newer employees typically enter City employment at less salary than the predecessor.

Of the annual CalPERS payment by the City, the following table lists the contributing distribution projected for FY 2014-15:

Police Department	62.27%
Admin/Finance Department	17.33%
Public Works Department	15.29%
Planning Department	4.28%
City Council	0.83%

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 unfunded pension liability of \$1.087 million is not comparatively insignificant. During the last fiscal year alone that amount was lessened by \$131,577. The City's exposure is being amortized within the current rate schedule and the chart above illustrates the liability is 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.

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COUNCIL BUDGET SUB-COMMITTEE REVIEW

The Council-appointed ad-hoc committee of Vice Mayor Stratford and Council Member Diaz met with the City Manager and the Finance Manager on May 22, 2014 and May 29, 2014 to review and critique the assembled budget data and available materials. Of primary concern was how the City General Fund would rebound from a potential shortfall of expenditures exceeding revenues in FY 2013-14 by \$254,018 due to several non-recurring and/or unplanned expenditures encountered during the year. It was generally agreed that the proposed total General Fund budgeted expenditures being approximately \$245,017 less than projected actual FY 2013-14 expenditures supported the non-recurring nature of the projected FY 2013-14 shortfall. Further, it is ascertained that despite last years' experience, the one-time expense averages do not constitute a structure deficit to City operations. Overall, the Committee is cautiously optimistic that property values and sales taxes appear to be slowly climbing from the previous troughs.

As always, much appreciation is extended to the Council Budget Sub-Committee for their diligence in helping to address the continuously evolving goals and needs of the community, despite encountering often unpredictable and complex external and internal setbacks. We look forward to working with the City Council in continued earnestness to provide the best public services to the best community around.

Respectfully submitted,

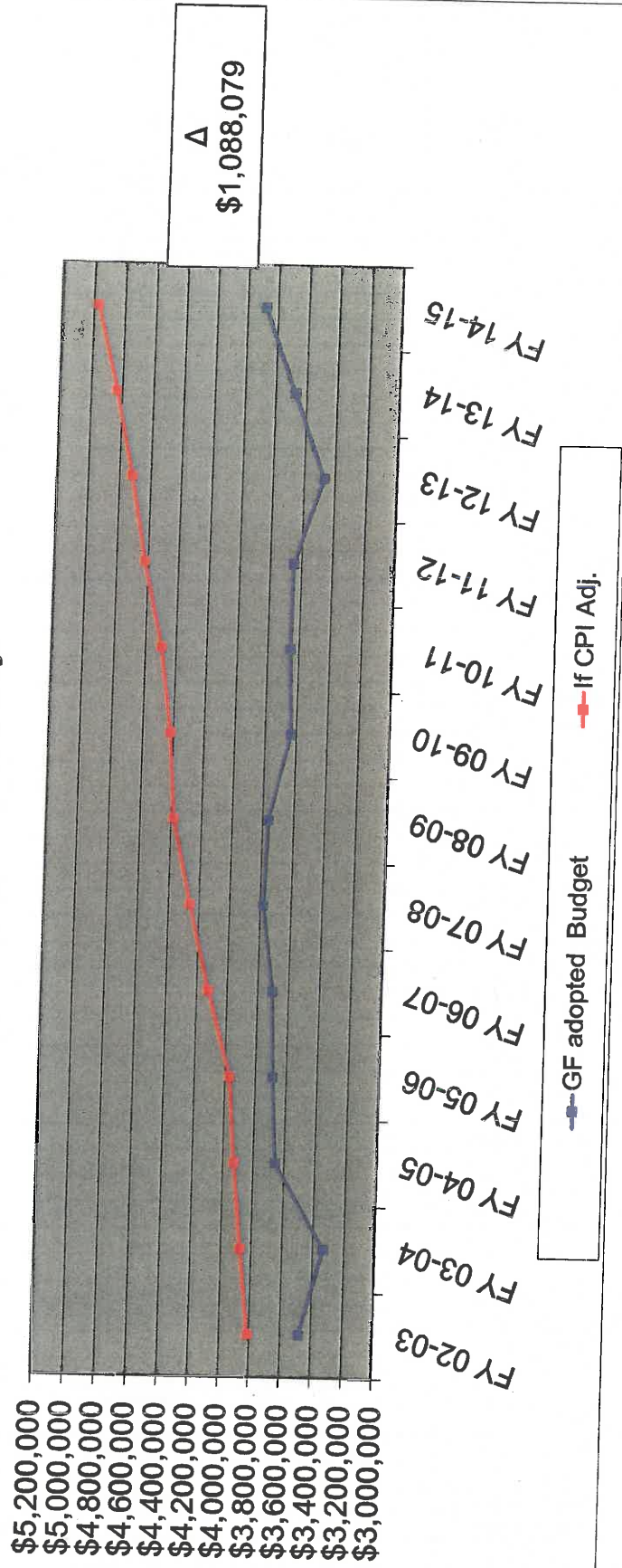
A handwritten signature in purple ink that reads "Kevin Mizuno".

Kevin Mizuno, CPA
Finance Manager

Attachments: Proposed FY 2013-2014 City Budget and 5-Year CIP Budget
General Fund Revenues 13-Year History chart [1 pg.]

**GENERAL FUND
REVENUES
2014-15**

General Fund Revenues 13 Year History



**CITY OF CLAYTON GENERAL FUND EXPENDITURE PROPOSED BUDGET
FISCAL YEAR 2014-15**

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	1,556,051	1,546,420	1,570,932	1,588,830
7112	Temporary Help	8,087	61,736	72,551	18,690
7113	Overtime	108,987	97,000	126,873	102,000
7115	Council/Commission Comp	30,548	30,600	30,600	30,600
7116	Part-time Salaries	13,188	3,748	3,875	4,200
7119	Furlough	(47,638)	(49,028)	(8,900)	(9,160)
7122	Accrued leave	7,339	-	-	-
7218	LTD Insurance	10,188	11,895	12,088	12,950
7220	PERS Retirement	482,375	414,521	456,667	402,581
7231	Workers Comp Insurance	39,456	98,080	52,820	70,349
7232	Unemployment Insurance	11,338	11,881	17,380	11,850
7233	FICA and Medicare	26,349	27,120	30,326	27,029
7241	Auto Allowance/Mileage	18,164	19,320	19,922	19,420
7242	Uniform Allowance	6,075	9,000	9,000	9,000
7246	Benefit Insurance	258,229	280,060	290,993	283,210
7247	OPEB Expense	(12,774)	6,175	7,711	8,640
7311	General Supplies	10,092	9,400	10,296	22,350
7312	Office supplies	7,910	9,650	7,781	8,350
7314	Postage	4,627	4,900	4,000	4,500
7321	Printing and Binding	-	-	739	-
7323	Books/Periodicals	11	100	-	100
7324	Dues and Subscriptions	19,811	33,652	19,923	20,810
7325	EBRCSA system user fee	-	-	8,808	9,000
7329	Park Supplies	14,104	10,300	13,000	-
7331	Rentals/Leases	12,577	11,975	12,460	13,170
7332	Telecommunications	25,539	27,543	23,045	23,580
7335	Gas & Electric Serv.	84,492	78,700	78,100	79,500
7338	Water Service	123,246	97,750	131,680	135,640
7341	Buildings & Grounds Mtn	16,285	17,849	18,099	22,306
7342	Machinery/ Equip Maint.	6,153	5,500	3,906	4,500
7343	Vehicle Maintenance	21,403	17,300	22,500	22,500
7344	Vehicle Gas, Oil, and Supplies	46,440	44,000	45,100	45,700
7345	Office Equip. Maint. & Repairs	1,473	1,400	1,798	1,860
7346	HVAC Mtn & Repairs	24,050	22,834	26,730	30,813
7347	Deferred Mtn Projects	42,634	-	34,429	25,077
7351	Insurance Premiums	85,824	71,963	72,524	72,966
7361	Advertising	91	-	-	-
7362	City Promotional Activity	3,325	4,462	5,141	5,550
7363	Business Expense	172	100	207	260
7364	Employee recognition	1,296	2,428	1,818	2,500
7365	Volunteer Appreciation	-	169	273	300
7371	Travel	37	100	118	100
7372	Conference	-	-	658	-
7373	Education and Training	8,206	7,500	7,926	12,690
7374	Recycling Education	-	-	300	-
7375	Training Reimbursable	-	-	764	-
7381	Property Tax Admin Cost	7,371	7,400	8,125	8,940
7382	Election Services	10,229	-	-	10,500
7384	Legal Notices	1,183	550	2,522	2,500
7385	Transpac Fees	21,760	21,978	22,197	22,641
7389	Misc. Expenses	(47,421)	-	97	500
7408	Crossing Guard Services	8,114	8,415	8,500	9,164
7411	Prof. Services Retainer	167,786	143,500	182,313	166,700
7413	Special Legal Services	275	-	508	500
7414	Auditing Services	8,250	16,635	62,835	28,000
7415	Computer Services	2,025	1,700	3,304	13,026
7417	Janitorial Services	54,858	55,832	53,470	55,420

**CITY OF CLAYTON PROPOSED GENERAL FUND REVENUE BUDGET
PROJECTED REVENUE 2013-14 VS PROPOSED BUDGETED REVENUE 2014-15**

Description	Account Number	Prior Year Actual Revenue 2012-13	Budgeted Revenue 2012-13	Projected Revenue 2013-14	Budgeted Revenue 2013-14	Proposed Revenue 2014-15	Change from 2013-14 Projections (%)
Property Taxes - Secured	4101	606,152	646,046	663,900	617,839	690,400	4%
VLF Backfill by State	4101	716,911	747,300	776,000	731,249	807,000	4%
Sales Tax In-Lieu (Triple Flip)	4101	89,323	91,900	95,200	89,323	99,000	4%
True Up VLF & Sales Tax	4101	(3,050)	5,100	2,295	-	-	-100%
RPTTF Distribution	4108	213,139	-	229,900	217,403	247,400	8%
Total Secured Property Taxes		1,622,475	1,490,346	1,767,295	1,655,814	1,843,800	4%
Property Taxes - Unsecured	4102	38,995	38,276	40,519	38,600	41,300	2%
Property Taxes - Unitary Tax	4103	11,763	11,309	12,535	12,000	12,780	2%
Property Taxes - Supplemental	4104	18,569	-	18,940	5,512	19,310	2%
Property Taxes - Other	4106	10,546	5,672	10,500	5,332	10,710	2%
Sales and Use Tax	4301	286,443	263,000	290,600	271,083	296,000	2%
Real Property Transfer Tax	4502	67,082	41,500	61,200	62,770	62,420	2%
Business Licenses	5101	131,882	112,500	116,500	127,013	116,500	0%
CCC Building Permit Remit Fees	5103	59,556	32,000	44,370	62,503	45,250	2%
Engineering/Alcohol/Noise Permit Fees	5106	5,877	7,134	5,800	6,600	5,910	2%
Stormwater Permit Fees	5109	4,743	4,400	4,120	4,500	4,200	2%
State of CA - Business License Fee	5110	159	-	-	-	-	100%
Public Safety Allocation	5201	71,692	63,000	74,350	67,125	75,800	2%
Abandoned Veh Abate (AVA)	5202	3,813	3,500	4,630	3,500	4,630	0%
Motor Vehicle In Lieu	5203	-	-	4,703	-	4,700	0%
Other In Lieu	5205	145,921	145,921	148,839	148,839	151,816	2%
Post Reimbursements	5214	2,753	5,500	2,679	3,400	2,680	0%
State Mandated Cost Reimbursement	5217	4,103	884	4	2,000	-	-100%
Planning Services	5301	7,579	6,500	6,630	7,200	6,760	2%
Police Services	5302	22,448	27,300	11,430	26,000	11,430	0%
City Hall Rental Fees	5303	688	-	98	-	-	-100%
Planning Fees (Public Hearing)	5304	25,088	25,000	37,000	24,000	25,000	-32%
Well Water Usage Charge	5306	40,266	25,000	40,106	37,600	41,000	2%
Misc. City Services	5319	3,488	3,300	500	3,300	495	-1%
Misc. Service Charge	5320	-	-	43	-	-	-100%
Well Monitoring Svc Charge	5321	17,402	18,858	-	18,978	-	100%
City Administrative Fees-OHRec	5322	34,204	34,204	28,901	33,805	53,900	86%
Franchises - Comcast Cable	5401	182,839	175,000	196,100	182,724	201,900	3%
Franchises - Garbage Fees	5402	174,064	160,635	186,500	181,673	192,000	3%
Franchises - PG&E	5403	110,927	115,461	113,963	115,461	116,200	2%
Franchises - Equilon Pipe	5404	11,836	11,600	12,120	12,120	12,300	1%
AT&T Mobility Franchise Fees	5405	98	86	94	98	100	7%
Fines and Forfeitures	5501	31,019	26,000	24,300	29,000	24,780	2%
Interest	5601	61,058	145,000	37,600	60,000	37,600	0%
Park Use Fee	5602	43,704	45,392	41,900	43,100	42,730	2%
Meeting Room Fee	5603	2,015	2,200	1,800	2,015	1,830	2%
Unrealized Inv. Gain/Loss	5606	(22,604)	-	-	-	-	100%
Cattle Grazing Lease Rent	5608	9,048	8,864	9,233	9,265	9,417	2%
SBA Communications Lease Rent	5609	32,438	31,467	32,887	33,189	33,540	2%
Fountain Use Fee	5610	341	-	-	-	-	100%
Reimbursements/Refunds	5701	57,879	5,000	5,100	5,074	5,100	0%
Worker's Comp Reimbursement	5712	4,911	-	-	-	-	100%
Other Revenues	5790	15,936	2,000	3,641	1,000	3,600	-1%
Overhead cost recovery	5791	8,772	10,000	14,600	9,000	10,000	-32%
Sale of Assets	5801	1,815	6,700	-	-	-	100%
Trx. From Measure J Fund	6002	4,000	4,000	4,000	4,000	4,112	3%
Trx. From CIP Fund	6003	-	-	35,398	35,398	-	-100%
Trx. From Gas Tax	6004	6,687	6,687	6,687	6,687	6,874	3%
Trx. From St. Lights	6005	10,280	10,280	10,280	10,280	10,568	3%
Trx. From GHAD	6006	19,200	19,200	20,073	20,073	6,635	-67%
Trx. From Landscape Mtnc.	6007	31,402	31,402	32,156	32,156	33,056	3%
Trx. From Grove Park Fund	6011	6,399	6,399	6,533	6,553	6,716	3%
Trx. From Stormwater Asses.	6016	32,500	32,500	33,183	32,500	34,112	3%
Transfer from Successor Agency	6025	250,000	250,000	250,000	250,000	250,000	0%
Total Revenues		3,724,100	3,470,977	3,810,442	3,708,840	3,879,561	2%

**GENERAL FUND
EXPENDITURES
2014-15**

**CITY OF CLAYTON GENERAL FUND EXPENDITURE PROPOSED BUDGET
FISCAL YEAR 2014-15**

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7419	Other Prof. Services	91,853	42,750	104,947	37,778
7420	Merchant Fees	1,276	1,500	1,774	2,000
7423	Business Audit / Library Aide	15,657	21,778	18,000	22,819
7424	Dispatch Services	158,076	158,076	168,400	178,500
7425	Lab Fees	21,812	18,000	13,631	13,903
7427	Cal ID Services	11,125	11,648	11,681	12,265
7429	Animal Control Services	60,552	62,492	64,089	66,411
7430	Well Monitoring Contract	17,402	19,043	3,513	-
7432	Emergency Services	67	100	105	100
7433	Integrated Justice System (ACCJIN-ARIES)	9,755	9,521	9,755	13,465
7486	CERF Charges/Depreciation	-	-	53	40,000
7492	Disability Access Education Fee	171	100	525	-
8120	Transfers to Self Insurance and CERF	-	-	54,154	-
8121	Transfer to CERF	-	-	25,000	-
Total Expenditures		3,697,936	3,649,122	4,064,460	3,849,443
Total Revenues					3,879,561
Projected Surplus (Shortfall)					30,118

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 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7115	Council/Commission Comp	23,498	23,400	23,400	23,400
7220	PERS Retirement	3,393	3,734	3,606	3,881
7231	Workers Comp Insurance	366	765	765	990
7232	Unemployment Insurance	-	-	1,116	1,116
7233	FICA and Medicare	401	630	610	630
7246	Benefit Insurance	367	-	-	-
7324	Dues and Subscriptions	11,997	12,310	11,512	12,074
7361	Advertising	91	-	-	-
7362	City Promotional Activity	3,325	4,462	5,141	5,550
7363	Business Expense	18	-	47	100
7372	Conference	-	-	658	-
7382	Election Services	10,229	-	-	10,500
7419	Other Prof. Services	10,802	8,000	7,300	7,500
Total Expenditures		64,486	53,301	54,154	65,741

Administration/ Finance
Department 02

Department Description

City Manager's Department

The City Manager functions as the chief executive officer of the municipal organization, directly hires all professional management staff, oversees the day to day operations of the City, and proposes and manages the implementation of City Council directed policy. The department oversees all human resources and public information services, and is comprised of three (3) 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.

City Attorney

The City Attorney is selected and appointed by the City Council to provide ongoing legal support and advice to the Council and City staff. Since incorporation in 1964 the City has only contracted with two law firms for City Attorney services. The City Attorney is responsible for providing written and oral legal advice on issues of interest and legal concern to the City, prepares Ordinances and Resolutions, reviews contracts and agreements, and manages litigation.

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 on matters of interest or concern to the client (City Council; City Manager).
- 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.

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 process and audits, financial reporting, accounts payable and receivable, business licenses, parks and facilities rentals, and payroll. The Department also includes the appointed City Treasurer (citizen), who provides auditing and investment oversight.

Services funded:

- Prepare Clayton's budget process, financial reviews and pre-audit statements.
- Prepare for and oversees the audit process performed by contracted independent auditors.
- Maintain and analyze investment portfolios and reports.
- Complete State of California and Contra Costa County required financial reports.
- Analyze all Successor Agency debt and contractual obligation payments.
- Manage payment of the City's pension and health benefits.
- Manage of accounts receivable, cash receipts, and accounts payable.
- Manage City business license program.
- Prepare deposits, payroll and track employee benefits.
- Manage the rental of City facilities and parks (Endeavor Hall, Library Meeting Room, Clayton Community Park, The Grove Park).
- Manage all project costs and related deposit accounts.
- Maintain financial software and related accounts.

City of Clayton
Budget Admin/Fin Dept 02
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	509,508	492,806	489,100	480,560
7112	Temporary Help	-	33,739	55,414	-
7116	Part-time Salaries	9,461	-	-	-
7122	Accrued leave	7,339	-	-	-
7218	LTD Insurance	3,430	3,714	3,690	3,870
7220	PERS Retirement	102,495	101,199	91,700	80,580
7231	Workers Comp Insurance	7,686	15,434	15,434	20,170
7232	Unemployment Insurance	-	-	2,604	2,604
7233	FICA and Medicare	8,102	9,541	10,770	6,920
7241	Auto Allowance/Mileage	10,533	10,740	10,979	10,740
7246	Benefit Insurance	75,564	78,947	75,870	79,880
7324	Dues and Subscriptions	1,731	1,831	1,666	1,931
7332	Telecommunications	6,730	10,280	6,900	7,000
7364	Employee recognition	868	2,000	1,345	2,000
7371	Travel	7	-	18	100
7373	Education and Training	20	-	-	-
7389	Misc. Expenses	(51,448)	-	-	-
7411	Prof. Services Retainer (Legal)	74,110	70,000	68,250	53,000
7413	Special Legal Services	275	-	508	500
7414	Auditing and Financial Reporting Services	8,250	16,635	62,835	28,000
7415	Computer Services	2,025	1,700	3,304	13,026
7419	Other Prof. Services	10,981	12,109	37,809	4,505
7486	CERF Charges/Depreciation	-	-	53	-
7492	Disability Access Education Fee	171	100	525	-
Total Expenditures		787,838	860,776	938,773	795,386

**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.

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.
- Contract tree trimming services.
- Fire inspections of City owned buildings and facilities.
- Contract for HVAC system repairs.
- Contract for required elevator safety and inspection services.

City of Clayton
 Budget Public Works Dept 03
 Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	8,203	8,289	8,618	8,410
7112	Temporary Help	127	2,891	1,398	1,480
7113	Overtime	-	-	433	-
7218	LTD Insurance	43	48	431	70
7220	PERS Retirement	1,560	1,432	1,834	2,040
7231	Workers Comp Insurance	110	444	322	420
7232	Unemployment Insurance	-	-	660	120
7233	FICA and Medicare	79	310	164	240
7246	Benefit Insurance	(3,482)	1,344	1,350	2,060
7311	General Supplies	4,451	4,900	4,341	4,350
7329	Park Supplies	712	-	-	-
7331	Rentals/Leases	310	140	-	-
7332	Telecommunications	3,103	2,750	1,883	2,000
7335	Gas & Electric Serv.	33,424	30,000	29,700	30,000
7338	Water Service	15,550	15,200	15,000	15,450
7341	Buildings & Grounds Mtn	8,059	10,168	8,038	13,566
7342	Machinery/ Equip Maint.	3,559	4,000	2,906	3,000
7343	Vehicle Maintenance	5,526	3,800	5,500	5,500
7344	Vehicle Gas, Oil, and Supplies	12,442	11,000	11,100	11,100
7345	Office Equip. Maint. & Repairs	-	-	-	-
7346	HVAC Mtn & Repairs	9,903	9,000	15,917	17,000
7347	Deferred Mtn Projects	42,634	-	34,429	25,077
7363	Business Expense	-	-	160	160
7373	Education and Training	392	500	685	690
7374	Recycling Education	-	-	-	-
7389	Misc. Expenses	640	-	-	-
7411	Prof. Services Retainer	-	-	692	700
7417	Janitorial Services	8,311	8,141	8,400	8,400
7419	Other Prof. Services	625	400	639	400
7429	Animal Control Services	-	525	-	525
7485	CERF Charges/Depreciation	-	-	-	15,000
Total Expenditures		156,279	115,282	154,598	167,758

Community Development Department 04

Department Description

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

Services funded:

Long Range Planning and Special Studies Program

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

Development and Design Review Program

- Review, analyze, and provide recommendations on land development and design proposals by private property owners and governmental agencies.
- Provide support to City Council, Planning Commission, and City Manager.
- Reviews land development plans for compliance with City zoning requirements.
- Coordinate and oversee contract with County Building Inspection Department on building permits for construction projects.
- Administer environmental review process in compliance with the California Environmental Quality Act (CEQA).

Ordinance Information and Code Enforcement Program

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

Housing Program

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

City of Clayton
 Budget Community Dev Dept 04
 Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	137,116	164,162	164,004	164,170
7115	Council/Commission Comp	7,050	7,200	7,200	7,200
7119	Furlough	-	-	-	-
7218	LTD Insurance	751	1,241	1,169	1,320
7220	PERS Retirement	23,879	18,924	18,106	19,920
7231	Workers Comp Insurance	2,573	5,138	5,138	6,890
7232	Unemployment Insurance	-	-	868	868
7233	FICA and Medicare	1,583	2,278	2,052	2,360
7241	Auto Allowance/Mileage	3,105	4,140	4,344	4,240
7246	Benefit Insurance	18,530	31,652	33,940	35,000
7323	Books/Periodicals	11	100	-	100
7324	Dues and Subscriptions	675	675	675	675
7332	Telecommunications	633	630	549	560
7371	Travel	30	100	100	-
7373	Education and Training	-	-	5	-
7384	Legal Notices	1,183	550	2,522	2,500
7385	Transpac Fees	21,760	21,978	22,197	22,641
7389	Misc. Expenses	1,210	-	-	-
7411	Prof. Services Retainer	8,203	-	25,163	25,000
7419	Other Prof. Services Temp Planning Svc	33,854	170	30,093	3,210
Total Expenditures		262,145	258,939	318,125	296,654

City of Clayton
 Budget General Services Dept 05
 Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7119	Furlough (Depts 2,3,4,6)	(47,638)	(49,028)	(8,900)	(9,160)
7220	PERS Retirement	(212)	-	-	-
7231	Workers Comp Insurance	14,704	47,398	1,430	869
7232	Unemployment Insurance	11,338	11,231	-	-
7246	Benefit Insurance	969	-	-	-
7247	OPEB Expense	(12,774)	6,175	7,711	8,640
7312	Office supplies	5,621	7,300	5,431	6,000
7314	Postage	4,101	4,400	3,600	4,000
7321	Printing and Binding	-	-	739	-
7331	Rentals/Leases	12,266	11,430	12,460	12,670
7351	Insurance Premiums	85,824	71,963	72,524	72,966
7373	Education and Training	236	-	236	-
7381	Property Tax Admin Cost	7,371	7,400	8,125	8,940
7419	Other Prof. Services	22,269	17,030	21,560	17,870
7420	Merchant Fees	1,276	1,500	1,774	2,000
Total Expenditures		105,352	136,799	126,690	124,795

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:

- 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.
- Contract lease agreements for City Hall copier and postage machine.
- Provide all office supplies for administration and general City functions.
- Ensure payment of Property Tax Administration fees levied by the County.
- Contract for payroll processing services (ADP).
- Contract for internet and telephone services.
- Special event insurance for City sponsored events.
- 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 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7119	Furlough (Depts 2,3,4,6)	(47,638)	(49,028)	(8,900)	(9,160)
7220	PERS Retirement	(212)	-	-	-
7231	Workers Comp Insurance	14,704	47,398	1,430	869
7232	Unemployment Insurance	11,338	11,231	-	-
7246	Benefit Insurance	969	-	-	-
7247	OPEB Expense	(12,774)	6,175	7,711	8,640
7312	Office supplies	5,621	7,300	5,431	6,000
7314	Postage	4,101	4,400	3,600	4,000
7321	Printing and Binding	-	-	739	-
7331	Rentals/Leases	12,266	11,430	12,460	12,670
7351	Insurance Premiums	85,824	71,963	72,524	72,966
7373	Education and Training	236	-	236	-
7381	Property Tax Admin Cost	7,371	7,400	8,125	8,940
7419	Other Prof. Services	22,269	17,030	21,560	17,870
7420	Merchant Fees	1,276	1,500	1,774	2,000
Total Expenditures		105,352	136,799	126,690	124,795

**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 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2013	2014-15 Proposed Budget
7111	Salaries/Regular	843,484	828,110	831,000	858,300
7113	Overtime	108,444	95,000	125,580	100,000
7116	Part-time Salaries	3,727	3,748	3,875	4,200
7218	LTD Insurance	5,587	6,473	6,336	7,050
7220	PERS Retirement	338,650	276,795	325,755	277,400
7231	Workers Comp Insurance	13,207	26,937	26,937	37,000
7232	Unemployment Insurance	-	-	5,942	5,942
7233	FICA and Medicare	14,513	13,592	14,343	14,400
7241	Auto Allowance/Mileage	4,525	4,440	4,600	4,440
7242	Uniform Allowance	6,075	9,000	9,000	9,000
7246	Benefit Insurance	155,316	156,443	161,473	147,300
7311	General Supplies	5,572	4,500	4,800	5,000
7312	Office supplies	2,289	2,350	2,350	2,350
7314	Postage	527	500	400	500
7324	Dues and Subscriptions	5,240	18,652	5,448	5,500
7325	EBRCSA system user fee	-	-	8,808	9,000
7332	Telecommunications	12,189	11,000	10,700.00	11,000
7342	Machinery/ Equip Maint.	2,594	1,500	1,000	1,500
7343	Vehicle Maintenance	15,877	13,500	17,000	17,000
7344	Vehicle Gas, Oil, and Supplies	33,998	33,000	34,000	34,600
7345	Office Equip. Maint. & Repairs	1,473	1,400	1,798	1,860
7363	Business Expense	154	100	-	-
7364	Employee recognition	428	428	473	500
7365	Volunteer Appreciation	-	169	273	300
7373	Education and Training	7,558	7,000	7,000	12,000
7374	Recycling Education	-	-	300	-
7375	Training Reimbursable	-	-	764	-
7389	Misc. Expenses	2,177	-	97	500
7408	Crossing Guard Services	8,114	8,415	8,500	9,164
7411	Prof. Services Retainer	3,845	-	8,208	8,000
7417	Janitorial Services	2,700	2,700	2,700	2,700
7419	Other Prof. Services	9,607	4,007	6,496	3,233
7424	Dispatch Services	158,076	158,076	168,400	178,500
7425	Lab Fees	21,812	18,000	13,631	13,903
7427	Cal ID Services	11,125	11,648	11,681	12,265
7429	Animal Control Services	58,727	59,014	59,889	61,686
7432	Emergency Services	67	100	105	100
7433	Integrated Justice System (ACCJIN + ARIES)	9,755	9,521	9,755	13,465
7486	CERF Charges/Depreciation	-	-	-	25,000
Total Expenditures		1,867,432	1,786,117	1,899,417	1,894,659

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.
- Maintenance costs for building.
- Grounds and parking lot maintenance.
- Oversee contract for janitorial services.
- Fire inspection of City owned facility.
- Oversee contract for HVAC system repairs.
- Oversee contract for pest extermination services.

City of Clayton
 Budget Library Dept 07
 Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2013	2014-15 Proposed Budget
7111	Salaries/Regular	11,981	11,470	18,680	19,850
7112	Temporary Help	537	5,428	1,140	1,270
7218	LTD Insurance	81	91	138	170
7220	PERS Retirement	2,690	2,689	3,396	4,810
7231	Workers Comp Insurance	136	604	604	900
7232	Unemployment Insurance	-	-	1,500	200
7233	FICA and Medicare	259	166	376	390
7246	Benefit Insurance	2,363	2,524	4,270	4,870
7311	General Supplies	69	-	-	-
7332	Telecommunications	2,058	2,059	2,190	2,190
7335	Gas & Electric Serv.	49,843	47,000	47,100	48,000
7338	Water Service	1,537	1,550	1,580	1,630
7341	Buildings & Grounds Mtn	8,226	7,681	10,061	8,740
7346	HVAC Mtn & Repairs	14,147	13,834	10,813	13,813
7417	Janitorial Services	30,866	32,466	29,310	31,320
7423	Extra & Sunday Operating Hours	15,657	21,778	18,000	22,819
Total Expenditures		140,451	149,341	149,158	160,972

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 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2013	2014-15 Proposed Budget
7324	Dues and Subscriptions	168	184	623	630
7332	Telecommunications	826	824	824	830
7411	Engineering Services Retainer	79,564	73,500	80,000	80,000
7430	Well Monitoring Contract	17,402	19,043	3,513	-
Total Expenditures		97,960	93,551	84,960	81,460

**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.
- Oversee contract for janitorial services in the park.
- Utility expenses (water and electrical).
- Repairs to and maintenance of the irrigation system.

City of Clayton
 Budget Community Park Dept 09
 Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	45,759	41,582	59,530	57,540
7112	Temporary Help	7,424	19,678	14,600	15,940
7113	Overtime	543	2,000	860	2,000
7218	LTD Insurance	296	328	324	470
7220	PERS Retirement	9,921	9,749	12,270	13,950
7231	Workers Comp Insurance	675	1,360	2,190	3,110
7232	Unemployment Insurance	-	650	4,690	1,000
7233	FICA and Medicare	1,412	603	2,011	2,089
7246	Benefit Insurance	8,602	9,150	14,090	14,100
7311	General Supplies	-	-	1,155	13,000
7329	Park Supplies	13,392	10,300	13,000	-
7331	Rentals/Leases	-	405	-	500
7335	Gas & Electric Serv.	1,225	1,700	1,300	1,500
7338	Water Service	106,159	81,000	115,100	118,560
7411	Prof. Services Retainer	2,064	-	-	-
7417	Janitorial Services	12,981	12,525	13,060	13,000
7419	Other Prof. Services	3,715	1,034	1,051	1,060
7429	Animal Control Services	1,825	2,953	4,200	4,200
Total Expenditures		215,994	195,017	259,431	262,019

**OTHER GOVERNMENTAL
AND
PROPRIETARY FUNDS
2014-15**

City of Clayton
Landscape Mtn District CFD 2007-1 Fund 210
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	175,559	162,632	162,632	148,700
7112	Temporary Help	69,573	94,150	94,150	94,000
7113	Overtime	67	-	-	-
7218	LTD Insurance	1,162	1,374	1,374	1,300
7220	PERS Retirement	38,548	40,784	40,784	36,100
7231	Workers Comp Insurance	7,416	9,966	9,966	10,800
7232	Unemployment Insurance	5,449	5,449	11,540	4,500
7233	FiCA and Medicare	6,943	9,561	9,561	9,400
7246	Benefit Insurance	35,782	35,611	35,611	36,500
7311	General Supplies	33,924	43,000	43,000	43,000
7316	Landscape Replacement Material	3,498	20,000	20,000	20,000
7335	Gas & Electric Serv.	28,308	25,000	21,000	25,000
7338	Water Service	178,202	180,000	180,000	187,000
7342	Machinery/ Equip Maint.	12,682	10,000	10,000	10,000
7343	Vehicle Maintenance	4,480	12,000	12,000	12,000
7344	Vehicle Gas, Oil, and Supplies	12,850	10,500	14,800.00	15,300
7381	Property Tax Admin Cost	3,735	3,737	3,737	3,800
7389	Misc. Expenses	80	-	-	-
7411	Prof. Services Retainer	4,660	-	-	-
7412	Engineering Inspection	-	1,430	-	-
7419	Other Prof. Services	142,059	163,355	146,157	147,494
7420	Other Outside Services	19,145	-	-	-
7486	CERF Charges/Depreciation	13,500	13,500	13,500	13,500
7520	Project/Program costs	-	82,900	41,806	157,900
7615	Property Taxes	2,447	2,893	2,506	2,600
8101	Transfer to General Fund	31,402	32,156	32,156	33,056
8111	Transfer to CIP Fund	468,601	-	9,887	-
8113	Transfer to Stormwater Fund	456	-	912	912
Total Expenditures		1,300,527	959,998	917,080	1,012,862
4604	Clayton LMD Assessment	954,704	978,034	978,034	1,005,224
5601	Interest	3,279	4,000	3,000	4,000
5790	Other Revenue	(400)	-	-	-
5702	Donations/Contributions	250	-	1,200	-
5606	Unrealized Inv Gain/Loss	(6,727)	-	-	-
Total Revenue		951,106	982,034	982,234	1,009,224
Increase (Decrease) in Fund Balance		(349,421)	22,036	65,155	(3,638)
Beginning Fund Balance		507,280	157,860	157,860	223,014
Ending Fund Balance		157,860	179,896	223,014	219,376

City of Clayton
Landscape Mtn District CFD 2007-1 Fund 210
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	175,559	162,632	162,632	148,700
7112	Temporary Help	69,573	94,150	94,150	94,000
7113	Overtime	67	-	-	-
7218	LTD Insurance	1,162	1,374	1,374	1,300
7220	PERS Retirement	38,548	40,784	40,784	36,100
7231	Workers Comp Insurance	7,416	9,966	9,966	10,800
7232	Unemployment Insurance	5,449	5,449	11,540	4,500
7233	FICA and Medicare	6,943	9,561	9,561	9,400
7246	Benefit Insurance	35,782	35,611	35,611	36,500
7311	General Supplies	33,924	43,000	43,000	43,000
7316	Landscape Replacement Material	3,498	20,000	20,000	20,000
7335	Gas & Electric Serv.	28,308	25,000	21,000	25,000
7338	Water Service	178,202	180,000	180,000	187,000
7342	Machinery/ Equip Maint.	12,682	10,000	10,000	10,000
7343	Vehicle Maintenance	4,480	12,000	12,000	12,000
7344	Vehicle Gas, Oil, and Supplies	12,850	10,500	14,800.00	15,300
7381	Property Tax Admin Cost	3,735	3,737	3,737	3,800
7389	Misc. Expenses	80	-	-	-
7411	Prof. Services Retainer	4,660	-	-	-
7412	Engineering Inspection	-	1,430	-	-
7419	Other Prof. Services	142,059	163,355	146,157	147,494
7420	Other Outside Services	19,145	-	-	-
7486	CERF Charges/Depreciation	13,500	13,500	13,500	13,500
7520	Project/Program costs	-	82,900	41,806	157,900
7615	Property Taxes	2,447	2,893	2,506	2,600
8101	Transfer to General Fund	31,402	32,156	32,156	33,056
8111	Transfer to CIP Fund	468,601	-	9,887	-
8113	Transfer to Stormwater Fund	456	-	912	912
Total Expenditures		1,300,527	959,998	917,080	1,012,862
4604	Clayton LMD Assessment	954,704	978,034	978,034	1,005,224
5601	Interest	3,279	4,000	3,000	4,000
5790	Other Revenue	(400)	-	-	-
5702	Donations/Contributions	250	-	1,200	-
5606	Unrealized Inv Gain/Loss	(6,727)	-	-	-
Total Revenue		951,106	982,034	982,234	1,009,224
Increase (Decrease) in Fund Balance		(349,421)	22,036	65,155	(3,638)
Beginning Fund Balance		507,280	157,860	157,860	223,014
Ending Fund Balance		157,860	179,896	223,014	219,376

City of Clayton
Grove Park CFD 2006-1 Fund 211
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	21,678	28,748	21,900	19,700
7112	Temporary Help	7,388	11,293	9,200	10,100
7113	Overtime	-	-	-	-
7218	LTD Insurance	168	227	170	160
7220	PERS Retirement	5,595	6,740	4,600	4,800
7231	Workers Comp Insurance	803	1,416	1,251	1,260
7232	Unemployment Insurance	974	692	1,740	510
7233	FICA and Medicare	773	1,281	1,040	1,060
7246	Benefit Insurance	5,973	4,751	5,300	4,900
7310	Supplies & Equipment	3,384	-	37	-
7311	General Supplies	-	4,800	4,800	3,920
7331	Rentals/Leases	-	500	500	500
7335	Gas & Electric Serv.	1,367	1,300	1,400	1,400
7338	Water Service	8,904	6,677	10,939	11,000
7342	Machinery/ Equip Maint.	500	500	800	800
7343	Vehicle Maintenance	-	1,000	500	1,000
7344	Vehicle Gas, Oil, and Supplies	-	1,500	750	1,500
7381	Property Tax Admin Cost	3,738	3,900	3,900	3,900
7382	Election Services	-	-	-	19,200
7389	Misc. Expenses	(80)	-	-	-
7417	Janitorial Services	12,325	13,325	12,600	12,600
7419	Other Prof. Services	4,088	7,137	6,185	6,205
7420	Other Outside Services	3,749	3,800	3,800	3,800
7484	Capital Outlay - Structures & Imp.	-	-	61,540	30,000
7485	Capital Equipment / Asset Replacement	-	23,000	3,910	23,000
7486	CERF Charges/Depreciation	2,700	2,700	2,700	2,700
7615	Property Taxes	436	2,190	2,190	2,240
8101	Transfer to General Fund	6,399	6,533	6,533	6,716
Total Expenditures		90,860	134,010	168,285	172,971
4613	Downtown Park Assessment	113,474	116,834	116,834	120,106
5601	Interest	3,877	2,000	3,400	3,400
5602	Other Revenue	472	-	472	-
5606	Unrealized Inv Gain/Loss	(794)	-	-	-
5702	Donations & Contributions	-	-	10,000	10,000
5790	Misc Revenue	9,733	10,000	-	-
Total Revenue		126,762	128,834	130,706	133,506
Increase (Decrease) in Fund Balance		35,902	(5,176)	(37,579)	(39,465)
Beginning Fund Balance					
Unreserved Fund Balance		116,775	147,677	147,677	105,098
Asset Replacement Reserve		103,858	103,858	103,858	103,858
Unallocated Reserve Fund		25,000	30,000	30,000	35,000
Total Beginning Fund Balance		245,633	281,535	281,535	243,956
Ending Fund Balance		281,535	276,359	243,956	204,490

City of Clayton
GHAD Fund 212
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7314	Postage	719	700	700	700
7351	Insurance Premiums	-	-	-	14,000
7381	Property Tax Admin Cost	1,037	1,400	1,400	1,400
7384	Legal Notices	-	95	80	100
7389	Misc. Expenses	267	267	267	270
7412	Engineering Inspection	5,169	3,000	3,000	3,000
7413	Special Legal Services	102	1,000	1,000	1,000
7419	Other Prof. Services	409	-	-	-
7520	Project/Program costs Kelok Monitoring	-	11,700	-	11,700
8101	Transfer to General Fund	19,200	20,073	20,073	6,635
Total Expenditures		26,902	38,235	26,520	38,805
4607	Presley Settlement	-	-	-	-
4606	GHAD Assessment	34,685	34,685	35,522	36,509
5601	Interest	338	130	400	400
5606	Unrealized Inv. Gain/Loss	87	-	-	-
5790	Other revenues	11,489	-	-	-
Total Revenue		46,600	34,815	35,922	36,909
Increase (Decrease) in Fund Balance		19,697	(3,420)	9,402	(1,896)
Beginning Fund Balance		5,383	25,080	25,080	34,482
Ending Fund Balance		25,080	21,660	34,482	32,586

Note: Presley GHAD Settlement FB	118,730	119,730	120,090	121,450
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City of Clayton
Presley GHAD Settlement Fund 213
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7611	Principal	-	-	-	-
7612	Interest Payment	-	-	-	-
7613	Paying Agent Fees	-	-	-	-
7615	Property Taxes	-	-	-	-
7998	County Pass Throughs	-	-	-	-
7999	State Take Aways	-	-	-	-
8101	Transfer to General Fund	-	-	-	-
8103	Transfer to Streetlights	-	-	-	-
8104	Transfer to Measure C	-	-	-	-
8106	Transfer to RDA Debt	-	-	-	-
8111	Transfer to CIP Fund	-	-	-	-
8112	Transfer to Endeavor Hall	-	-	-	-
8114	Transfer to GHAD (Pebble Beach project)	-	-	-	-
Total Expenditures		-	-	-	-
5601	Interest Income	1,616	1,000	1,360	1,360
5606	Unrealized Investment Gain/Loss GASB31	(452)	-	-	-
Total Revenue		1,164	1,000	1,360	1,360
Increase in Fund Balance		1,164	1,000	1,360	1,360
Beginning Fund Balance		117,566	118,730	118,730	120,090
Ending Fund Balance		118,730	119,730	120,090	121,450

City of Clayton
Street Light Fund 214
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	205	-	-	-
7113	Overtime	10,114	11,625	11,625	12,500
7220	PERS Retirement	46	-	-	-
7311	General Supplies	3,310	6,034	1,000	4,000
7335	Gas & Electric Serv.	79,749	96,500	102,310	102,310
7381	Property Tax Admin Cost	3,682	3,682	3,710	3,710
7389	Misc. Expenses	267	-	267	270
7412	Engineering	-	-	1,200	1,200
7419	Other Prof. Services	-	206	206	206
8101	Transfer to General Fund	10,280	10,280	10,280	10,568
Total Expenditures		107,653	128,327	130,598	134,764
4607	Street Light Assessment	125,991	125,991	125,991	125,991
5601	Interest	2,142	2,000	1,880	1,880
5606	Unrealized Inv. Gain/Loss	(503)	-	-	-
Total Revenue		127,630	127,991	127,871	127,871
Increase (Decrease) in Fund Balance		19,977	(336)	(2,727)	(6,892)
Beginning Fund Balance		128,977	148,953	148,953	146,226
Ending Fund Balance		148,953	148,617	146,226	139,334

City of Clayton
Stormwater Fund 216
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	20,827	23,626	23,690	24,900
7112	Temporary Help	9,618	9,618	7,270	7,700
7218	LTD Insurance	127	187	120	210
7220	PERS Retirement	4,133	5,539	3,110	6,100
7231	Workers Comp Insurance	535	1,146	981	1,380
7232	Unemployment Insurance	550	543	1,830	1,830
7233	FICA and Medicare	768	1,020	940	950
7246	Benefit Insurance	4,730	3,724	3,900	6,100
7311	General Supplies	489	6,800	5,000	11,800
7373	Education and Training	-	5,000	5,000	5,000
7389	Misc. Expenses	444	5,000	500	500
7409	Street Sweeping Services	42,000	43,000	42,000	43,260
7411	Prof. Services Retainer	800	-	-	-
7412	Engineering Services	8,760	10,000	10,000	10,000
7419	Other Prof. Services	917	37,649	15,949	38,349
7421	Greenwaste Recycling	785	-	-	-
7481	State Regional Annual Discharge Fee	7,279	9,529	9,144	10,000
7520	Project/Program costs- Outreach	450	-	-	4,500
8101	Transfer to General Fund	32,500	33,183	33,183	34,112
Total Expenditures		135,712	195,562	162,617	206,691
	Stormwater Assessment ERU Gross		127,014	126,308	126,615
	NPDES Group Program costs		(25,265)	(25,265)	(25,842)
	Commercial Insp by Central San		(8,000)	(8,000)	(8,000)
	Flood Control Dist Fiscal Mgmt Cost		(3,000)	(3,000)	(3,000)
	County Auditor/Controller Costs		(3,800)	(3,800)	(3,800)
	Adjusted Fund Balance		(3,000)	(3,000)	(3,000)
	Less Reserve		-	-	-
4602	Net Assessment Revenue	91,865	83,949	83,243	82,973
4603	Stormwater O & M Annual Fee	1,824	2,225	1,716	1,716
5601	Interest	2,290	1,000	1,600	1,300
5606	Unrealized Inv. Gain/Loss	(632)	-	-	-
5324	Street Sweeping Fees	38,698	38,720	38,425	38,720
5790	Other Revenues	1,836	-	-	-
6007	Transfer from Landscape Maintenance Fund	456	456	912	912
6028	Transfer from Diablo Estates BA Fund	456	456	456	456
Total Revenue		136,794	126,806	126,352	126,077
Increase (Decrease) in Fund Balance		1,082	(68,756)	(36,265)	(80,615)
Beginning Fund Balance		177,406	178,488	178,488	142,223
Ending Fund Balance		178,488	109,732	142,223	61,609

City of Clayton
Measure J Fund 220
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7419	Other Prof. Services	566	4,392	792	1,000
8101	Transfer to General Fund	4,000	4,000	4,000	4,112
8111	Transfer to CIP Fund	839,281	-	-	184,017
Total Expenditures		843,847	8,392	4,792	189,129
5223	Measure J Tax	263,413	227,000	235,723	235,723
5601	Interest Income (expense)	-	1,500	(1,060)	500
Total Revenue		263,413	228,500	234,663	236,223
Increase (Decrease) in Fund Balance		(580,434)	220,108	229,871	47,094
Beginning Fund Balance (Deficit)		303,469	(276,965)	(276,965)	(47,094)
Ending Fund Balance (Deficit)		(276,965)	(56,857)	(47,094)	-

City of Clayton
Grants Fund 230
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	40,225	60,220	39,092	67,800
7112	Temporary Help	-	-	181	-
7113	Overtime	2,062	-	2,743	-
7218	LTD Insurance	378	360	332	530
7220	PERS Retirement	13,131	26,216	11,187	13,270
7231	Workers Comp Insurance	877	1,311	2,150	2,750
7232	Unemployment Insurance	651	651	-	440
7233	FICA and Medicare	606	1,229	641	950
7242	Uniform Allowance	675	900	900	900
7246	Benefit Insurance	5,990	19,175	1,024	9,620
7311	General Supplies	-	-	105	-
7332	Telecommunications	-	-	6,000	6,000
7351	Insurance Premiums	3,696	-	-	-
7485	Capital Outlay - Equipment and Machinery	7,656	7,350	32,272	10,987
7424	Dispatch Services	-	-	1,568	1,600
7520	Project/Program costs	165	-	26,874	22,475
Total Expenditures		76,111	117,412	125,069	137,322
5220	SLESF - PD	100,418	100,000	103,696	100,000
5220	Municipal Pooling Authority Grant	938	-	1,400	1,000
5220	Recycling Grant	5,000	5,000	5,500	-
5220	Comcast PEG Grant	14,794	14,805	15,050	15,050
5220	Sewer System Management Plan	-	-	22,900	22,475
5224	AED Grant	-	-	4,610	-
5222	Avoid the 25 Grant	2,961	-	2,762	2,800
5601	Interest Income	2,895	2,000	2,480	2,480
5606	Unrealized Inv. Gain/Loss	(825)	-	-	-
Total Revenue		126,180	121,805	158,397	143,805
Increase in Fund Balance		50,069	4,393	33,328	6,483
Beginning Fund Balance		203,746	253,815	253,815	287,143
Ending Fund Balance		253,815	258,208	287,143	293,626

City of Clayton
Development Impact Fund 304
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7311	General Supplies	-	-	9,539	-
Total Expenditures		-	-	9,539	-
5307	Childcare Facility Fees	1,435	-	-	-
5312	Open Space In-Lieu Fee	77,106	-	-	-
5313	Parkland Dedication Fee	-	-	-	-
5314	Offsite Arterial Improvement Fees	10,192	-	-	-
5317	Fire Protection Fee	2,100	-	-	-
5323	Community Facilities Fees	3,150	-	-	-
5325	Police Impact Fee	11,698	-	-	-
5601	Interest Income	10,422	10,000	8,700	8,700
6003	Transfer from CIP	-	-	-	-
6010	Transfer from Oakhurst Fund 410	-	-	-	-
5606	Unrealized Investment Gain/Loss GASB31	(1,818)	-	-	-
Total Revenue		114,286	10,000	8,700	8,700
Increase (Decrease) in Fund Balance		592,075	10,000	(839)	8,700
Beginning Fund Balance		114,286	706,361	706,361	705,522
Ending Fund Balance		706,361	716,361	705,522	714,222

City of Clayton
Clayton Financing Authority Fund 405
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
8111	Transfer to CIP Fund	90,000	-	-	-
Total Expenditures		90,000	-	-	-
5601	Interest Income	9,389	4,000	7,800	7,800
5606	Unrealized Investment Gain/Loss GASB31	(3,665)	-	-	-
Total Revenue		5,724	4,000	7,800	7,800
Increase (Decrease) in Fund Balance		(84,276)	4,000	7,800	7,800
Beginning Fund Balance		772,984	688,708	688,708	696,508
Ending Fund Balance		688,708	692,708	696,508	704,308

City of Clayton
Self Insurance Fund 501
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7311	General Supplies	-	-	-	-
7351	Insurance Premiums (EAP Plan)	1,284	1,296	1,224	1,248
7352	Insurance Claim Deductible	94	5,000	-	5,000
7389	Misc. Expenses	334	-	-	-
7413	Special Legal Services	6,458	3,000	1,000	1,000
Total Expenses		8,170	9,296	2,224	7,248
5601	Interest	296	500	650	500
5606	Unrealized Inv. Gain/Loss	(185)	-	-	-
6001	Transfers From General Fund	-	-	54,154	-
Total Revenue		111	500	54,804	500
Increase (Decrease) in Net Position		(8,059)	(8,796)	52,580	(6,748)
Beginning Net Position		29,779	21,720	21,720	74,300
Ending Net Position		21,720	12,924	74,300	67,552

City of Clayton
CERF Fund 502
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7390	Depreciation Expense	123,775		123,800	123,800
7485	Capital Outlay - Equipment and Machinery	6,308	-	344	-
7489	Loss on Sale of Asset	7,817	-	-	-
Total Expenses		137,901	-	124,144	123,800
5328	CERF Charges to Depts	16,200	16,200	16,200	56,200
5601	Interest	1,173	2,100	1,170	1,170
5606	Unrealized Inv. Gain/Loss	(1,242)	-	-	-
5623	Gain on Sale of Asset	-	-	-	-
6099	Capital Contribution	-	-	-	-
6001	Transfers from General Fund	-	-	25,000	-
Total Revenue		16,131	18,300	42,370	57,370
Increase (Decrease) in Net Position		(121,769)	18,300	(81,774)	(66,430)
Beginning Net Position (Deficit)		669,847	548,078	548,078	466,304
Ending Net Position (Deficit)		548,078	566,378	466,304	399,874
Other Balance Sheet Outflows of Resources					
1503	Machinery, Vehicles & Equipment	-	-	-	102,000
Total Other Outflows		-	-	-	102,000
Net investment in capital assets		462,495	462,495	338,695	316,895
Unrestricted Net Position resulting from:					
Pooled cash and investments on hand		85,583	103,883	127,609	82,979
Total Net Position		548,078	566,378	466,304	399,874

City of Clayton
Community Gym Fund 701
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7112	Temporary Help	-	-	-	-
7419	User Expenses	-	24,000	-	-
Total Expenses		-	24,000	-	-
5699	User Fees	-	-	-	-
5601	Interest	-	-	50	300
5606	Unrealized Inv. Gain/Loss	-	-	-	-
Total Revenue		-	-	50	300
Increase (Decrease) in Net Position		-	(24,000)	50	300
Beginning Net Position (Deficit)		(5,265)	(5,265)	(5,265)	(5,215)
Ending Net Position (Deficit)		(5,265)	(29,265)	(5,215)	(4,915)

City of Clayton
 Endeavor Hall Fund 702
 Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected 6/30/2014	2014-15 Proposed Budget
7111	Salaries/Regular	5,793	5,495	7,420	7,200
7112	Temporary Salaries	91	-	890	980
7114	Attendant	-	1,872	-	-
7116	Part-time salaries	1,196	1,400	1,480	1,880
7218	LTD Insurance	34	43	50	60
7220	PERS Retirement	1,106	1,288	1,500	1,740
7231	Workers Comp Insurance	134	283	272	430
7232	Unemployment Insurance	75	151	600	210
7233	FICA and Medicare	116	268	190	330
7246	Benefit Insurance	1,742	1,035	1,600	1,760
7311	General Supplies	515	700	200	700
7332	Telecommunications	720	702	740	740
7335	Gas & Electric Serv.	2,275	2,250	2,530	2,530
7338	Water Service	868	900	920	950
7341	Buildings & Grounds Mtn	4,484	5,048	7,074	6,766
7346	HVAC Mtn & Repairs	1,212	1,500	3,214	1,488
7361	Advertising	2,717	4,603	870	870
7417	Janitorial Services	971	1,100	1,520	1,520
Total Expenses Before Depreciation		24,049	28,639	31,070	30,154
5607	Rental Income	14,800	15,000	18,000	18,000
5601	Interest	-	-	-	-
5606	Unrealized Inv. Gain/Loss	-	-	-	-
5611	Reserve for Endeavor Hall	60	775	700	700
Total Revenue		14,860	15,775	18,700	18,700
Increase (Decrease) in Net Position Before Depreciation		(9,189)	(12,864)	(12,370)	(11,454)
7390	Depreciation Expense	36,067	-	36,067	36,067
(Decrease) in Net Position After Depreciation		(45,256)	(12,864)	(48,437)	(47,521)
Beginning Net Position		1,333,644	1,288,388	1,288,388	1,239,950
Ending Net Position		1,288,388	1,275,524	1,239,951	1,192,429

Net Position Is Comprised of the Following

Net investment in capital assets	1,322,816	1,322,816	1,286,749	1,250,681
Unrestricted net position resulting from:				
Due to the General Fund	(23,497)	(42,292)	(41,798)	(53,252)
Refundable Deposits Payable	(3,548)	(5,000)	(5,000)	(5,000)
General accounts payable	(7,383)	-	-	-
Total Net Position	1,288,388	1,275,524	1,239,951	1,192,429

FIDUCIARY FUNDS

2014-15

City of Clayton
High Street Bridge Fund 217
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7381	Property Tax Admin Cost	254	254	254	254
7611	Principal (RDA Repay)	789	836	5,898	645
7612	Interest Payment	1,210	1,295	1,163	809
2103	Note payable	-	2,131	-	-
Total Expenses		2,253	4,516	7,314	1,708
4611	High Street Bridge Assessment	2,239	4,370	2,239	1,634
4650	Special Assessment Payoff	-	-	5,289	-
5601	Interest	57	-	70	70
5606	Unrealized Inv Gain/Loss	34	-	-	-
Total Revenue		2,330	4,370	7,598	1,704
Annual Balance (Shortfall)		77	(146)	283	(4)
Beginning Fund Balance		4,200	4,277	4,277	4,560
Ending Fund Balance		4,277	4,131	4,560	4,556

City of Clayton
Oak Street Bridge Fund 218
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7381	Property Tax Admin Cost	258	258	258	258
7420	Other Outside Services	399	399	399	399
7611	Principal	2,487	-	2,661	2,847
7612	Interest Payment	1,504	-	1,330	1,144
Total Expenses		4,648	657	4,648	4,648
4611	Oak Street Bridge Assessment	6,150	5,843	6,150	6,150
5601	Interest Income	233	-	170	220
5606	Unrealized Investment Gain/Loss	125	-	-	-
Total Revenue		6,508	5,843	6,320	6,370
Annual Balance (Shortfall)		1,861	5,186	1,672	1,722
Beginning Fund Balance		15,665	17,526	17,526	19,198
Ending Fund Balance		17,526	22,712	19,198	20,920

City of Clayton
Lydia Lane Sewer Assessment Fund 222
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7381	Property Tax Admin Cost	264	264	250	260
7420	Other Outside Services	2,400	2,400	2,400	2,400
7611	Principal	5,000	5,000	5,000	5,000
7612	Interest Payment	11,150	11,750	10,850	10,700
7613	Paying Agent Fees	500	500	500	500
Total Expenses		19,313	19,914	19,000	18,860
4612	Lydia Lane Sewer Assessment	18,400	19,000	18,100	17,800
5601	Interest	972	1,000	800	800
5606	Unrealized Investment Gain/Loss	(291)	-	-	-
Total Revenue		19,081	20,000	18,900	18,600
Annual Balance (Shortfall)		(232)	86	(100)	(260)
Beginning Fund Balance		87,077	86,845	86,845	86,745
Ending Fund Balance		86,845	86,931	86,745	86,485

City of Clayton
Oak Street Sewer Assessment Fund 223
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7381	Property Tax Admin Cost	259	259	260	260
7420	Other Outside Services	1,650	1,650	1,650	1,650
7611	Principal	7,000	7,000	7,000	8,000
7612	Interest Payment	3,930	4,350	3,720	3,510
Total Expenses		12,839	13,259	12,630	13,420
4612	Oak Street Sewer Assessment	12,580	13,000	12,370	13,160
5601	Interest	58	-	90	90
5606	Unrealized Inv. Gain/Loss	(70)		-	-
Total Revenue		12,568	13,000	12,460	13,250
Annual Balance (Shortfall)		(271)	(259)	(170)	(170)
Beginning Fund Balance		4,439	4,168	4,168	3,998
Ending Fund Balance		4,168	3,909	3,998	3,828

City of Clayton
Diablo Estates Benefit A. D. Fund 231
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7335	Gas & Electric Serv.	-	820	297	840
7338	Water Service	-	4,130	2,000	4,130
7381	Property Tax Admin Cost	268	268	3	3
7411	Prof. Services Retainer	500	-	-	-
7419	Other Prof. Services	47,936	63,892	51,506	64,610
7611	Principal	25,000	-	-	-
8113	Transfer to Stormwater Fund	456	456	456	456
Total Expenses		74,160	69,566	54,262	70,039
5601	Interest Income	338	400	370	370
5606	Unrealized Investment Gain/Loss GASB31	(100)	-	-	-
4611	Fiduciary Fund Assessment	72,663	72,663	74,406	76,475
Total Revenue		72,901	73,063	74,776	76,845
Annual Balance (Shortfall)		(1,260)	3,497	20,514	6,806
Beginning Fund Balance		25,709	24,449	24,992	45,507
Ending Fund Balance		24,449	27,946	45,507	52,312

City of Clayton
Middle School CFD 1990-1 Fund 420
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7381	Property Tax Admin Cost	1,404	1,334	1,404	1,404
7419	Other Prof. Services	8,629	8,802	8,949	8,950
7420	Other Outside Services	16,452	16,452	16,452	16,452
7611	Principal	246,000	246,000	261,000	281,000
7612	Interest Payment	239,115	239,115	222,630	205,007
7613	Paying Agent Fees	578	578	578	650
7615	Property Taxes	603	603	603	603
8118	Transfer to CFA 2007 Middle School	420,184	407,541	415,154	424,496
Total Expenses		932,965	920,425	926,770	938,562
4609	Middle School CFD 1990-1 Assessment	456,788	548,185	434,276	414,750
5601	Interest Income	246,275	-	227,522	208,007
5606	Unrealized Investment Gain/(Loss)	(2,616)	-	-	-
6026	Transfer from CFA 2007	-	407,541	-	-
Total Revenue		700,447	955,726	661,798	622,757
Annual Balance (Shortfall)		(232,518)	35,301	(264,972)	(315,805)
Beginning Fund Balance		4,458,207	4,225,688	4,225,688	3,960,717
Ending Fund Balance		4,225,688	4,260,989	3,960,717	3,644,912

City of Clayton
Clayton Station CFD 1990-2 Fund 421
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7381	Property Tax Admin Cost	253	253	253	253
7419	Other Prof. Services	4,122	4,138	4,209	4,410
7420	Other Outside Services	13,303	8,000	8,000	8,000
7611	Principal	98,000	98,000	112,000	114,000
7612	Interest Payment	23,364	23,364	17,169	10,502
Total Expenses		139,042	133,755	141,631	137,165
4610	Clayton Station CFD Assessment	150,267	141,230	145,720	69,139
5601	Interest	2,563	400	1,800	900
5606	Unrealized Investment Gain/Loss	(618)	-	-	-
Total Revenue		152,211	141,630	147,520	70,039
Annual Balance (Shortfall)		13,169	7,875	5,888	(67,126)
Beginning Fund Balance		178,756	191,925	191,925	197,813
Ending Fund Balance		191,925	199,800	197,813	130,687

City of Clayton
CFA 2007 Middle School Refunding Fund 422
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7419	Other Prof. Services	2,831	2,805	2,870	2,805
7611	Principal	280,000	295,000	285,000	305,000
7612	Interest Payment	140,184	147,273	130,212	119,496
7613	Paying Agent Fees	2,200	2,271	2,200	2,200
8111	Transfer to CIP Fund	-	-	-	-
Total Expenses		425,215	447,349	420,281	429,501
5606	Unrealized Investment Gain/Loss	(560)	-	-	-
5601	Interest Income	1,776	-	1,500.00	1,000
6014	Transfer from CFD 1990-1	420,184	442,273	415,154	424,496
Total Revenue		421,400	442,273	416,654	425,496
Annual Balance (Shortfall)		(3,815)	(5,076)	(3,627)	(4,005)
Beginning Fund Balance		408,752	404,937	404,937	401,310
Ending Fund Balance		404,937	399,862	401,310	397,305

City of Clayton
RDA Successor Agency Private Purpose Trust Fund
Proposed Budget 2014-15

Account Number	Account Name	2012-13 Actual	2013-14 Adopted Budget	2013-14 Projected	2014-15 Proposed Budget
7413	Legal Services Successor Agency Fund	858	-	147	500
7414	Audit and Financial Reporting Services	-	-	15,000	-
7419	Other Professional Services	3,400	3,600	2,400	2,400
7520	Projects	(645)	-	-	-
7612	Interest Expense	243,019	234,916	234,916	157,540
7613	Paying Agent Fee	5,365	7,990	5,365	5,365
7616	RDA AB 1484 Demand	-	-	-	-
8101	Transfer To General Fund	250,000	250,000	250,000	250,000
Total Expenses		501,996	496,506	507,828	415,805
4108	Redevelopment Property Tax Trust Fund - Distribu	810,749	1,083,794	427,186	725,805
5601	Interest	31,291	-	21,700	5,529
5606	Unrealized Inv. Gain/Loss	(6,925)	-	-	-
5790	Other Revenues	8,210	-	12,898	8,645
Total Revenue		843,325	1,083,794	461,784	739,979
Increase (Decrease) in Net Position		341,329	587,288	(46,044)	324,174
Beginning Net Position		(3,973,011)	(3,631,682)	(3,631,682)	(3,677,726)
Ending Net Position		(3,631,682)	(3,044,394)	(3,677,726)	(3,353,552)

Other Balance Sheet Outflows of Resources

2800	1996A RDA Bonds Payable	-	-	-	-
2801	1999 RDA Bonds Payable	280,000	295,000	295,000	310,000
2802	2014 Refunding Bonds Payable	-	-	-	-
2101	Diamond Terrace Sr. Facility Housing Loan	-	200,000	-	-
Total Other Outflows		280,000	495,000	295,000	310,000

**CAPITAL IMPROVEMENT
PROGRAM
2014-15**

CITY OF CLAYTON

2014/15 – 2018/19

Capital Improvement Program

Adopted by the City Council on
Clayton, CA

XXXX XX, 2014

Resolution No. XX-2014

City Council

Hank Stratford, Mayor
David T. Shuey, Vice-Mayor
Howard Geller
James Diaz
Julie K. Pierce

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37° 55' 31.74" N 121° 55' 49.71" W

Stan

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Gary Napper
Rick Angrisani
Charlie Mullen
Janet Brown
Kevin Mizuno

City Manager
City Engineer
Community Development Director
City Clerk
Finance Manager

CITY OF CLAYTON
2014/15 – 2018/19 CAPITAL IMPROVEMENT PROGRAM

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CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19

Completed and Active Projects - FY 98/99 thru 13/14

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	EI 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	\$ -	

Completed and Active Projects - FY 98/99 thru 13/14

Project Number	Project Category	Project	Comp. Sched.	Comp. Actual	Original Budget	Actual Cost
10389	Streets	Pavement Rehab 2004	04/05	04/05	\$ 525,000.00	\$ 557,650.00
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		\$ 300,000.00	
10394	Streets	Handicap Ramps - RDA Area	05/06	05/06	\$ 65,000.00	\$ 60,132.00
10394A	Streets	ADA Compliance Program	future		\$ 135,000.00	
10395	Streets	Catch Basin Modifications	future		\$ 75,000.00	
10396	Streets	East Marsh Creek Road Signal	future		\$ 230,000.00	
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		\$ 125,738.00	
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	14/15		\$ 1,081,000.00	
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		\$ 200,000.00	
10421	Creeks	Cardinet Trail Restoration	future		\$ 50,000.00	
10422	Sewers	El Molino Drive Sanitary Sewer Impr.	future		\$ 330,000.00	
10423	Facilities	Library Upgrades	future		\$ 1,000,000.00	
10424	Streets	2015 Neighborhood Street Project	14/15		\$ 315,000.00	
10425	Streets	Collector Street Rehabilitation Project	14/15		\$ 361,438.00	
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		\$ 834,000.00	
10433	Streets	DVMS Safety Signing	13/14	13/14	\$ 40,000.00	\$ 23,462.00
10434	Parks	CCCP Scoreboard Replacement	13/14	13/14	\$ 46,244.00	\$ 46,244.00
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	
Total Project Costs (budget) (actual)					\$ 49,902,045.00	\$ 31,017,812.01

Red denotes completed projects

Green denotes FY 14-15 active projects

**Deleted by City Council

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19

Summary of Project Costs by Fiscal Year

**Deleted by City Council

Project Number	Project Category	Project Description	Prior Year Funding	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	Future Costs	Total Budget
10330	Streets	Overlays	\$ 514,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 514,000.00
10331	Streets	Slurry Seal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10332	Streets	High Street Bridge	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000.00
10333	Streets	Manch 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	Landscaping	Manch 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10344	GHAD	Obaidian Landslide (in 10347)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10345	GHAD	Clayton Rd. Landslides	\$ 1,240,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00	\$ 1,350,000.00
10346	GHAD	Black Diamond Landslide**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10347	GHAD	V-ditch Repairs	\$ 144,063.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,063.00
10347A	GHAD	Eagle Peak Slope Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10348	GHAD	Keller Ridge Drive Area Slope Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000.00	\$ 1,250,000.00
10349	GHAD	Community Park Slide Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00
10350	Facilities	Downtown Elec. Conn.	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00	\$ 150,000.00
10351	Facilities	Fire Station	\$ 1,610,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,610,000.00
10352	Landscaping	Library Landscaping	\$ 3,003,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,003,500.00
10353	Streets	Downtown Revitalization	\$ 237,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,700.00
10354	Streets	Four Oaks Area	\$ 62,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,000.00
10355	Streets	Oak Street Bridge	\$ 166,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,000.00
10356	Landscaping	Westwood Open Space	\$ 72,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,000.00
10357	Facilities	Old City Hall Renovation	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
10358	Facilities	Grove Property Acquisition	\$ 108,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108,000.00
10359	Facilities	Endeavor Hall Parking I	\$ 165,500.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,500.76
10360	Facilities	Endeavor Hall Parking II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10361	Facilities	Stanley Property**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10362	Facilities	Stanley Property Parking**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10363	Facilities	Corp. Y and 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	Manch Creek Road Narrowing**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10370	Creeks	Creek Revitalization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10371	Streets	Survey Monuments	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000.00	\$ 3,030,000.00
10372	Streets	Traffic Signal Modifications	\$ 9,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,900.00
10373	Streets	Pescoc 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

**Deleted by City Council

Summary of Project Costs by Fiscal Year

Project Number	Project Category	Project Description	Prior Year Funding	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	Future Costs	Total Budget
10379	Streets	Pine Hollow Road - Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	\$ 325,000.00
10380	Parks	Community Park - Rt. Turn Lane**	\$ 43,431.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,431.00
10381	Parks	Bocca Ball Courts	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
10382	GHAD	Inclinatoriers	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
10383	GHAD	Keller Ridge Drive Subdrain	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00
10384	Streets	Mitchell Canyon Rd. Overlay	\$ 112,496.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,496.00
10385	Parks	Community Park Tot Lot Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10386	GHAD	Wells**	\$ 994,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 994,000.00
10387	Streets	Pavement Rehab 2002/03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10388	Streets	Pavement Rehab 2003/04	\$ 537,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537,650.00
10389	Streets	Pavement Rehab 2004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10390	Streets	Pavement Rehab 2005**	\$ 11,190,552.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,190,552.00
10391	Streets	Pavement Rehab 2006	\$ 384,718.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384,718.00
10392	Streets	Oak - High Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10393	Parks	Skateboard Park	\$ 60,182.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000.00	\$ 810,182.00
10394	Streets	Handicap Ramps - RDA Area	\$ 22,190.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 447,810.00	\$ 500,000.00
10394A	Streets	ADA Compliance Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00
10395	Streets	Catch Basin Modifications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00	\$ 350,000.00
10396	Streets	East Marsh Creek Road Signal	\$ 257,469.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 2,637,531.00	\$ 3,000,000.00
10397	Streets	Utility Undergrounding	\$ 235,456.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,456.00
10398	Streets	Clayton Rd. MCR Shury Seal	\$ 141,596.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,596.00
10399	Sewers	Pine Hollow Area	\$ 125,738.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,738.00
10400	Other	Downtown Economic Development	\$ 1,040,843.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,843.00
10400A	Other	Town Center Property Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10401	Streets	Pedestrian Xing Signals**	\$ 264,879.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,879.00
10402	Streets	Clayton Road Trail Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10403	Streets	Downtown Entry Signage (in 10402)	\$ 319,980.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,980.17
10404	Streets	Marsh Creek Rd. Retaining Wall	\$ 128,684.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,684.22
10405	Streets	2007 Pavement Patching Project	\$ 1,060,427.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,060,427.62
10406	Streets	2008 Pavement Rehab Project	\$ 465,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 465,000.00
10407	Streets	Clayton Road Trail Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 513,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 513,460.00
10413	Parks	Community Park Parking Lot Exp.	\$ 1,056,717.00	\$ 1,022,224.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,078,941.00
10414	Streets	East Marsh Creek Rd. Upgrade	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000.00
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.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10420	Parks	School Bridge Area Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10421	Creeks	Cardinet Trail Restoration	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
10422	Sewers	El Molino Drive Sanitary Sewer Impr.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10423	Facilities	Library Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10424	Streets	2015 Neighborhood Street Project	\$ 341,140.00	\$ 430,045.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 771,185.00
10425	Streets	Collector Street Rehabilitation Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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 Rehabilitation	\$ 11,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00
10429	Facilities	2012 Trail Repaving Project	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000.00
10430	Landscaping	Clayton Road Median Landscaping	\$ 320,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000.00
10431	Landscaping	Duffield Hill Landscaping	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
10432	Streets	2016 Neighborhood Street Project	\$ -	\$ 417,000.00	\$ 417,000.00	\$ -	\$ -	\$ -	\$ -	\$ 834,000.00
10433	Streets	DYMS Safety Signage	\$ 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	\$ 41,573,195.77	\$ 1,820,409.00	\$ 444,000.00	\$ 444,000.00	\$ 417,000.00	\$ 417,000.00	\$ 16,659,818.00	\$ 61,829,422.77
Cost Totals			\$ 41,573,195.77	\$ 1,820,409.00	\$ 444,000.00	\$ 444,000.00	\$ 417,000.00	\$ 417,000.00	\$ 16,659,818.00	\$ 61,829,422.77

Red denotes completed projects

Green denotes active projects funded in FY 14/15

Blue denotes active projects funded prior to FY 14/15

** Deleted by City Council

CITY OF CLAYTON

CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19

Budget Cost by Funding Source - FY 2014/15

Fund Name		Carry Forward	Gas Tax	Fed. Funds	Measure J	Community	Offsite	PG&E	14/15 Project
				STP		Fac. Fee	Arterial Fee	Rule 20A	Totals
Fund Balance as of 6/30/14									
Estimated Revenue thru FY 14/15									
Estimated non-CIP Expenses in FY 14/15									
Funds Available for CIP in FY 14/15									
#	Category								
10337A	Facilities								
10343	Keller House Rehabilitation								
10347A	Crow Debris Basin								
10348	Eagle Peak Slope Repairs								
10349	Keller Ridge Drive Area Slope Repair								
10370	Community Park Slide Repair								
10375	Creek Revitalization								
10379	Samuel Ct. Park								
10393	Pine Hollow Road - Upgrade								
10394A	Skateboard Park								
10395	Streets								
10396	ADA Compliance Program								
10397	Catch Basin Modifications								
10400	East Marsh Creek Road Signal								
10417	Utility Undergrounding								
10418	Downtown Economic Development								
10419	Streets								
10421	2013 Neighborhood Street Project								
10423	Streets								
10424	2014 Neighborhood Street Project								
10425	Streets								
10426	Community Park Lighting, etc.								
10427	Cardinet Trail Restoration								
10428	Library Upgrades								
10432	2015 Neighborhood Street Project								
10433	Collector Street Rehabilitation Project								
10434	City Hall Parking Area Rehabilitation								
10435	Library Parking Lot Rehabilitation								
10436	Lydia Lane Park Parking Rehabilitation								
	2012 Trail Repaving Project								
	2016 Neighborhood Street Project								
	DVMS Safety Signing								
	CCOP Scoreboard Replacement								
	Library HVAC Replacement								
	2018 Neighborhood Street Project								
Total CIP Expenditures in FY 14/15									
Fund Balance as of June 30, 2015									

Red denotes projects completed in FY 13/14

Green denotes active projects funded in FY 14/15

Blue denotes active projects funded prior to FY 14/15

**CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19**

Budget Cost by Funding Source - FY 2015/16

Fund Name		Carry Forward	Gas Tax	Fed. Funds ARRA	Measure J	Community Fac. Fee	Offsite Arterial Fee	PG&E Rule 20A	15/16 Project Totals
Fund Balance as of 6/30/15			\$ -	\$ -	\$ -	\$ 5,124	\$ 73,458	\$ -	
Estimated Revenue thru FY 15/16			\$ 305,000	\$ -	\$ 235,000	\$ -	\$ -	\$ 21,000	
Estimated non-CIP Expenses in FY 15/16			\$ (115,000)	\$ -	\$ (2,000)	\$ -	\$ -	\$ -	
Funds Available for CIP in FY 15/16			\$ 190,000	\$ -	\$ 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	28,190	\$ 6,000	\$ -	\$ -	\$ -	\$ -	6,000
10395	Streets	Catch Basin Modifications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10396	Streets	East Marsh Creek Road Signal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10397	Streets	Utility Undergrounding	278,469	\$ -	\$ -	\$ -	\$ -	\$ 21,000	21,000
10400	Other	Downtown Economic Development	125,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10419	Parks	Community Park Lighting, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10423	Facilities	Library Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10424	Streets	2015 Neighborhood Street Project	323,481	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10425	Streets	Collector Street Rehabilitation Project	430,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10432	Streets	2016 Neighborhood Street Project	\$ -	\$ 184,000	\$ 233,000	\$ -	\$ -	\$ -	417,000
10436	Streets	2018 Neighborhood Street Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total CIP Expenditures in FY 15/16			\$ 190,000	\$ -	\$ 233,000	\$ -	\$ -	\$ 21,000	\$ 444,000
Fund Balance as of June 30, 2016			\$ -	\$ -	\$ -	\$ 5,124	\$ 73,458	\$ -	\$ -

Red denotes projects completed in FY 14/15
Green denotes active projects funded in FY 15/16
Blue denotes active projects funded prior to FY 15/16

**CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19**

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 6/30/15									
Estimated Revenue thru FY 16/17			\$ 305,000	\$ -	\$ -	\$ 5,124	\$ 73,458	\$ -	
Estimated non-CIP Expenses in FY 16/17			\$ (115,000)	\$ -	\$ 235,000	\$ -	\$ -	\$ 21,000	
Funds Available for CIP in FY 16/17			\$ 190,000	\$ -	\$ 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	\$ 34,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10395	Streets	Catch Basin Modifications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10396	Streets	East Marsh Creek Road Signal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,000
10397	Streets	Utility Undergrounding	\$ 299,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10400	Other	Downtown Economic Development	\$ 125,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10419	Parks	Community Park Lighting, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,000
10423	Facilities	Library Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10432	Streets	2016 Neighborhood Street Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10436	Streets	2018 Neighborhood Street Project	\$ -	\$ -	\$ 233,000	\$ -	\$ -	\$ -	\$ 417,000
Total CIP Expenditures in FY 16/17			\$ 190,000	\$ -	\$ 233,000	\$ -	\$ -	\$ 21,000	\$ 444,000
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

**CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19**

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 6/30/16			\$ -	\$ -	\$ -	\$ 5,124	\$ 73,458	\$ -	
Estimated Revenue thru FY 17/18			\$ 305,000	\$ -	\$ 235,000	\$ -	\$ -	\$ 21,000	
Estimated non-CIP Expenses in FY 17/18			\$ (115,000)	\$ -	\$ (2,000)	\$ -	\$ -	\$ -	
Funds Available for CIP in FY 17/18			\$ 190,000	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
10394A	Streets	ADA Compliance Program	\$ 40,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10395	Streets	Catch Basin Modifications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10396	Streets	East Marsh Creek Road Signal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10397	Streets	Utility Undergrounding	\$ 320,469	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,000
10400	Other	Downtown Economic Development	\$ 125,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10419	Parks	Community Park Lighting, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10423	Facilities	Library Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10432	Streets	2016 Neighborhood Street Project	\$ 834,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10436	Streets	2018 Neighborhood Street Project	\$ -	\$ 184,000	\$ -	\$ -	\$ -	\$ -	\$ 417,000
Total CIP Expenditures in FY 17/18			\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 27,000
Fund Balance as of June 30, 2018			\$ 184,000	\$ -	\$ 233,000	\$ 5,124	\$ 73,458	\$ -	\$ -

Red denotes projects completed in FY 16/17
Green denotes active projects funded in FY 17/18
Blue denotes active projects funded prior to FY 17/18

**CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2017/18 to 2018/19**

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	13/14 Project Totals
Fund Balance as of 6/30/13									
Estimated Revenue thru FY 13/14									
Estimated non-CIP Expenses in FY 13/14			\$ 305,000	\$ -	\$ -	\$ 5,124	\$ 73,458	\$ -	
Funds Available for CIP in FY 13/14			\$ (115,000)	\$ -	\$ -	\$ -	\$ -	\$ 21,000	
			\$ 190,000	\$ -	\$ 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	\$ 46,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10395	Streets	Catch Basin Modifications	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
10396	Streets	East Marsh Creek Road Signal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10397	Streets	Utility Undergrounding	\$ 341,469	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10400	Other	Downtown Economic Development	\$ 125,738	\$ -	\$ -	\$ -	\$ -	\$ 21,000	\$ 21,000
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	\$ 417,000	\$ 184,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total CIP Expenditures in FY 18/19			\$ -	\$ 190,000	\$ 233,000	\$ -	\$ -	\$ 21,000	\$ 417,000
Fund Balance as of June 30, 2019			\$ -	\$ -	\$ -	\$ 5,124	\$ 73,458	\$ -	\$ 444,000

Red denotes projects completed in FY 17/18

Green denotes active projects funded in FY 18/19

Blue denotes active projects funded prior to FY 18/19

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19

* Completed - no project sheet included
 **Deleted by City Council

Master Index of Projects by Number

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

CITY OF CLAYTON
CAPITAL IMPROVEMENT PROGRAM FY 2014/15 to 2018/19

Master Index of Projects by Type

*Completed - no project sheet included

**Deleted by City Council

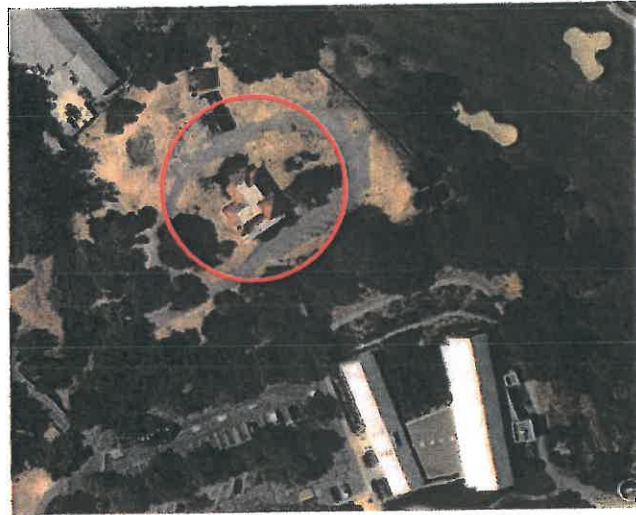
Project Number	Project Category	Project	Project Number	Project Category	Project
<u>CREEKS</u>			<u>PARKS (cont'd.)</u>		
10370	Creeks	Creek Revitalization	10434	Parks	CCCP Scoreboard Replacement*
10421	Creeks	Cardinet Trail Restoration	10367	Parks	Downtown Park*
<u>FACILITIES</u>			10368	Parks	City Hall Park
10337	Facilities	Keller House Preservation*	10374	Parks	North Valley Park*
10337A	Facilities	Keller House Rehabilitation	10375	Parks	Samuel Ct. Park
10338	Facilities	Endeavor Hall*	10380	Parks	Community Park - Rt. Turn Lane**
10339	Facilities	Youth Center/Gym*	10381	Parks	Bocce Ball Courts**
10350	Facilities	Downtown Elec. Conn.*	10385	Parks	Community Park Tot Lot*
10351	Facilities	Fire Station*	10393	Parks	Skateboard Park
10357	Facilities	Old City Hall Renovation*	10407	Parks	Community Park Upgrades*
10358	Facilities	Grove Property Acquisition*	10413	Parks	Community Park Parking Lot Exp.*
10359	Facilities	Endeavor Hall Parking I*	10415	Parks	Well Renovation*
10360	Facilities	Endeavor Hall Parking II*	10419	Parks	Community Park Lighting, etc.
10361	Facilities	Stanley Property*	10420	Parks	School Bridge Area Improvements
10362	Facilities	Stanley Property Parking**	<u>STREETS</u>		
10363	Facilities	Corp. Yard Expansion*	10330	Streets	Overlays*
10365	Facilities	Library Parking Expansion*	10331	Streets	Slurry Seals (deleted)*
10366	Facilities	Police Parking Expansion*	10332	Streets	High Street Bridge*
10376	Facilities	Equestrian Staging Area*	10333	Streets	Marsh Creek Road - TEA-21*
10423	Facilities	Library Upgrades	10341	Streets	Center Street Crossing*
10426	Facilities	City Hall Parking Area Rehabilitation*	10353	Streets	Downtown Revitalization*
10427	Facilities	Library Parking Lot Rehabilitation*	10354	Streets	Four Oaks Area*
10428	Facilities	Lydia Lane Park Parking Rehabilitation*	10355	Streets	Oak Street Bridge*
10429	Facilities	2012 Trail Repaving Project*	10364	Streets	Downtown Signage**
10435	Facilities	Library HVAC Replacement*	10369	Streets	Marsh Creek Road Narrowing**
<u>GHAD</u>			10371	Streets	Survey Monuments*
10342	GHAD	Windmill Debris Basin*	10372	Streets	Traffic Signal Modifications*
10343	GHAD	Crow Debris Basin	10373	Streets	Peacock Creek Dr. Signal*
10344	GHAD	Obsidian Landslide*	10377	Streets	DVMS - Right Turn Lane*
10345	GHAD	Clayton Rd. Landslides*	10378	Streets	Keller Ridge Drive Planters*
10346	GHAD	Black Diamond Landslide**	10379	Streets	Pine Hollow Road - Upgrade
10347	GHAD	V-ditch Repairs*	10384	Streets	Mitchell Canyon Rd. Overlay*
10347A	GHAD	Eagle Peak Slope Repair	10387	Streets	Pavement Rehab 2002/03*
10348	GHAD	Keller Ridge Slope Repair	10388	Streets	Pavement Rehab 2003/04*
10349	GHAD	Community Park Slide Repair	10389	Streets	Pavement Rehab 2004*
10382	GHAD	Inclinometers*	10390	Streets	Pavement Rehab 2005**
10383	GHAD	Keller Ridge Drive Subdrain*	10391	Streets	Pavement Rehab 2006*
10386	GHAD	Wells (cancelled)*	10394	Streets	Handicap Ramps - RDA Area*
<u>LANDSCAPE</u>			10394A	Streets	ADA Compliance Program
10340	Landscape	Marsh Creek Road LS*	10395	Streets	Catch Basin Modification
10352	Landscape	Library Landscaping*	10396	Streets	East Marsh Creek Road Signal
10356	Landscape	Westwood Open Space*	10397	Streets	Utility Undergrounding
10430	Landscape	Clayton Road Median Landscaping	10398	Streets	Clayton Rd. MCR Slurry Seal*
10431	Landscape	Daffodil Hill Landscaping	10401	Streets	Pedestrian Xing Signals**
<u>OTHER</u>			10402	Streets	Clayton Road Trail Connection*
10392	Sewers	Oak - High Street*	10403	Streets	Downtown Entry Signs*
10399	Sewers	Pine Hollow Area*	10404	Streets	Marsh Creek Rd. Retaining Wall*
10400	Other	Downtown Economic Development	10405	Streets	2007 Pavement Patching Project*
10400A	Other	Town Center Property Purchase	10406	Streets	2008 Pavement Rehab Project*
10422	Sewers	El Molino Drive Sanitary Sewer Imp.	10408	Streets	2009 Pavement Rehab Project**
<u>PARKS</u>			10409	Streets	2010 Pavement Rehab Project*
10334	Parks	Community Dog Park*	10410	Streets	2011 Neighborhood Street Project**
10335	Parks	El Molino Park*	10411	Streets	2012 Neighborhood Street Project*
10336	Parks	Lydia Lane Park Ph. II*	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

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$2,000,000	\$2,000,000
Total							\$2,000,000	\$2,000,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction							\$10,000	\$10,000
CM/Inspection							\$95,000	\$95,000
ROW Acquisition							\$5,000	\$5,000
Other								
TOTAL							\$110,000	\$110,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$110,000	\$110,000
Total							\$110,000	\$110,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design							\$70,000	\$70,000
Final Design							\$1,140,000	\$1,140,000
Construction							\$40,000	\$40,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							\$1,250,000	\$1,250,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$1,250,000	\$1,250,000
Total							\$1,250,000	\$1,250,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction							\$5,000	\$5,000
CM/Inspection							\$50,000	\$50,000
ROW Acquisition							\$5,000	\$5,000
Other								
TOTAL							\$60,000	\$60,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$60,000	\$60,000
Total							\$60,000	\$60,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design							\$7,000	\$7,000
Final Design							\$95,000	\$95,000
Construction							\$8,000	\$8,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							\$110,000	\$110,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$110,000	\$110,000
Total							\$110,000	\$110,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$3,000,000	\$3,000,000
Total							\$3,000,000	\$3,000,000

City of Clayton

2014/15-2018/19 Capital Improvement Program

Category	Project Number	Project
Streets	10375	Samuel Ct. Park

DESCRIPTION - LOCATION

Install landscaping and irrigation improvements.

COMMENTS



Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$85,000	\$85,000
Total							\$85,000	\$85,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction								\$25,000
CM/Inspection								\$235,000
ROW Acquisition								\$15,000
Other								\$50,000
TOTAL								\$325,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded								\$325,000
Total								\$325,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$750,000	\$750,000
Total							\$750,000	\$750,000

City of Clayton

2014/15-2018/19 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

City-Wide

Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction							\$500,000	\$500,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							\$500,000	\$500,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Gas Tax	\$22,190	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$447,810	\$500,000
Total	\$16,190	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$453,810	\$500,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction							\$100,000	\$100,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							\$100,000	\$100,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$100,000	\$100,000
Total							\$100,000	\$100,000

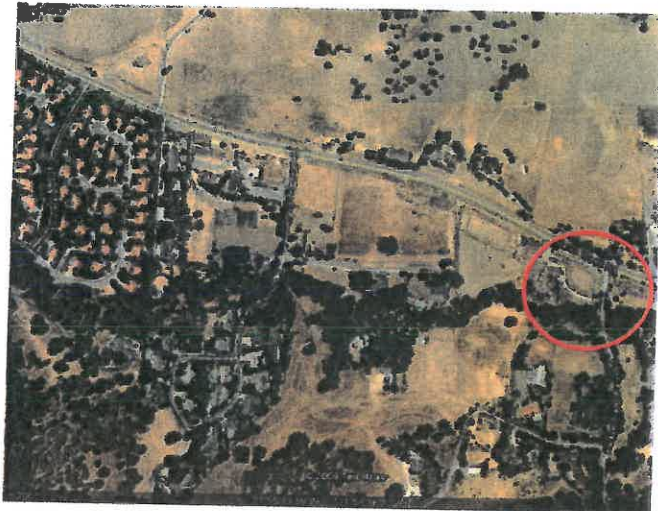
City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$350,000	\$350,000
Total							\$350,000	\$350,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$2,637,531	\$2,637,531
PG&E Rule 20A	\$257,469	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000		\$362,469
Total	\$257,469	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$2,637,531	\$3,000,000

City of Clayton

2014/15-2018/19 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 \$1,0408,843 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)



Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction								
CM/Inspection								
ROW Acquisition								
Other							\$125,738	\$125,738
TOTAL							\$125,738	\$125,738

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
CIP Const.	\$125,738							\$125,738
Total	\$125,738							\$125,738

City of Clayton

2014/15-2018/19 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, \$41,224 transferred back to 10414.

Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design	\$30,000							\$30,000
Final Design	\$60,000							\$60,000
Construction		\$942,224						\$942,224
CM/Inspection		\$60,000						\$60,000
ROW Acquisition		\$30,000						\$30,000
Other								
TOTAL	\$90,000	\$1,032,224						\$1,122,224

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Measure J (grant)	\$100,000	\$1,022,224						\$1,122,224
Total	\$100,000	\$1,022,224						\$1,122,224

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	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 (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$4,084,000	\$4,084,000
Total							\$4,084,000	\$4,084,000

City of Clayton

2014/15-2018/19 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.

Project now unfunded due to RDA demise.

Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design							\$20,000	\$20,000
Construction							\$160,000	\$160,000
CM/Inspection							\$20,000	\$20,000
ROW Acquisition								
Other								
TOTAL							\$200,000	\$200,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$200,000	\$200,000*
Total							\$200,000	\$200,000*

City of Clayton

2014/15-2018/19 Capital Improvement Program

Category	Project Number	Project
Streets	10421	Cardinet Trail Restoration

DESCRIPTION - LOCATION

Construct creek bank reinforcement and perform trail restoration work along Cardinet Trail locations to repair damage caused by creek erosion.

Various Locations

COMMENTS

Funding from Citywide Landscape Maintenance District; significant permitting requirements

Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction							\$10,000	\$10,000
CM/Inspection							\$35,000	\$35,000
ROW Acquisition							\$5,000	\$5,000
Other								
TOTAL							\$50,000	\$50,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
LMD							\$50,000	\$50,000
Total							\$50,000	\$50,000

City of Clayton

2014/15-2018/19 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

Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design	\$10,000						\$30,000	\$40,000
Construction							\$270,000	\$270,000
CM/Inspection							\$20,000	\$20,000
ROW Acquisition								
Other								
TOTAL	\$10,000						\$320,000	\$330,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
RDA	\$10,000*							\$10,000*
Unfunded							\$320,000	\$320,000
Total	\$10,000*							\$330,000*

*transfer from CIP 10400

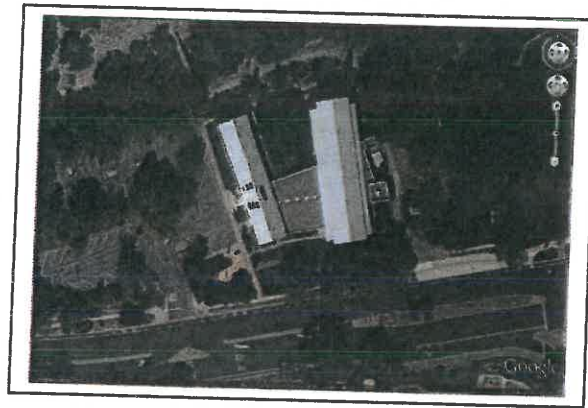
City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design								
Construction							\$850,000	\$850,000
CM/Inspection								
ROW Acquisition								
Other								
TOTAL							\$150,000	\$150,000
							\$1,000,000	\$1,000,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Unfunded							\$1,000,000	\$1,000,000
Total							\$1,000,000	\$1,000,000

City of Clayton

2014/15-2018/19 Capital Improvement Program

Category	Project Number	Project
Streets	10424	2015 Neighborhood Street Project

DESCRIPTION - LOCATION

Pavement resurfacing and treatment on various streets throughout City.

COMMENTS

Various Locations

Estimated Cost	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design		\$10,000						\$10,000
Construction		\$298,481						\$298,481
CM/Inspection		\$15,000						\$15,000
ROW Acquisition								
Other								
TOTAL		\$323,481						\$323,481

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Gas Tax		\$136,352						\$136,352
Measure J		\$187,129						\$187,129
Total		\$323,481						\$323,481

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design		\$15,000						\$15,000
Final Design		\$20,000						\$20,000
Construction		\$370,045						\$370,045
CM/Inspection		\$25,000						\$25,000
ROW Acquisition								
Other								
TOTAL		\$430,045						\$430,045

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
LS&RS		\$385,000						\$385,000
Gas Tax*		\$45,050						\$45,050
Total		\$430,045						\$430,045

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design				\$20,000				\$20,000
Construction				\$794,000				\$794,000
CM/Inspection				\$20,000				\$20,000
ROW Acquisition								
Other								
TOTAL				\$834,000				\$834,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Gas Tax			\$184,000	\$184,000				\$368,000
Measure J			\$233,000	\$233,000				\$466,000
Total			\$417,000	\$417,000				\$834,000

City of Clayton

2014/15-2018/19 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.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Preliminary Design								
Final Design						\$20,000		\$20,000
Construction						\$794,000		\$794,000
CM/Inspection						\$20,000		\$20,000
ROW Acquisition								
Other								
TOTAL						\$834,000		\$834,000

Funding (Sources)	Prior Yrs.	2014-15	2015-16	2016-17	2017-18	2018-19	Future	TOTAL
Gas Tax					\$184,000	\$184,000		\$368,000
Measure J					\$233,000	\$233,000		\$466,000
Total					\$417,000	\$417,000		\$834,000

City of Clayton



Agenda Date: 6-3-2014

Agenda Item: 8b

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 03 JUNE 2014

SUBJECT: CONSIDER CANCELLATION OF ANY REGULAR COUNCIL MEETINGS DURING SUMMER OF 2014

RECOMMENDATION

It is recommended the City Council discuss its collective desire to cancel any regularly-scheduled City Council meetings during the upcoming summer months of July, August or September 2014, and if so determined, by motion cancel the specific meeting date(s).

BACKGROUND

Clayton Municipal Code Section 2.04.010 specifies the regular 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 CIP Budgets and the associated procedures to levy the annual special taxes for our 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 2014 REGULAR MEETINGS

The following table outlines the upcoming dates for regular City Council meetings in the summer months of 2014:

MEETING DATE	COMMENTS
Tuesday, June 17 th	Adoption of City Budgets for FY 2014-15; adoption of GHAD Budget for FY 2014-15; set certain parcel assessments for Middle School CFD and Clayton Station CFD; biennial review of City Conflict of Interest Code.
Tuesday, July 1 st (Independence Day week)	Interview candidates/appoint 3 Planning Commissioners; Public Hearing on ballot measure for extension of Downtown Park CFD; set certain parcel assessments for The Grove Park CFD and Landscape Maintenance CFD.
Tuesday, July 15 th	Agenda handles the remainder of annual assessment levies for existing tax districts in FY 2014-15, including previously-set & noticed Public Hearings on Diablo Estates BAD, Street Lighting & GHAD assessments; City responses to Civil Grand Jury Reports (2); potential labor negotiations (Misc.).
Tuesday, August 5 th	No pressing Agenda Items at this time. Potential labor negotiations (Misc.)
Tuesday, August 19 th	No pressing Agenda Items at this time. Potential labor negotiations (Misc.)
Tuesday, September 2 nd (Labor Day holiday is Monday, September 1 st)	No pressing Agenda Items at this time. Potential labor negotiations (Misc.)

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 cancelled 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 June, July, August & September 2014 (4 pp.)

June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 City Council Mtg.	4	5 Mayors' Conference, San Ramon	6	7 "Concert in The Grove"
8	9	10 Planning Commission Mtg.	11	12 "Thursday Concert in The Grove"	13	14
15 <u>Father's Day</u>	16	17 City Council Mtg.	18	19	20	21 "Concert in The Grove"
22	23	24 Planning Commission Mtg.	25	26	27	28
29	30					

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 City Council Mtg.	2	3	4 Independence Day City Parade 10 am	5 "Concert in The Grove"
6	7	8 Planning Commission Mtg.	9	10 Mayors' Conf. - Oakley. "Thursday Concert in The Grove"	11	12
13	14	15 City Council Mtg.	16	17	18	19 "Concert in The Grove"
20	21	22 Planning Commission Mtg.	23	24 "Thursday Concert in The Grove"	25	26
27	28	29	30	31		

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 "Concert in The Grove"
3	4	5 City Council Mtg.	6	7 Mayors' Conference - Lafayette. "Thursday Concert in The Grove"	8	9
10	11	12 Planning Commission Mtg.	13	14	15	16 "Concert in The Grove"
17	18	19 City Council Mtg.	20	21 "Thursday Concert in The Grove"	22	23
24	25	26 Planning Commission Mtg.	27	28	29	30 "Concert in The Grove"
31						

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <u>Labor Day</u>	2 City Council Mtg.	3	4	5	6
7	8	9 Planning Commission Mtg.	10	11 Mayors' Conference - Moraga	12	13 "Concert in The Grove"
14	15	16 City Council Mtg.	17	18	19	20
21	22	23 Planning Commission Mtg.	24	25	26	27
28	29	30				