



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, October 20, 2015

7:00 P.M.

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

Mayor: David T. Shuey
Vice Mayor: Howard Geller

Council Members

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

*** CITY COUNCIL ***

October 20, 2015

1. **CALL TO ORDER THE CITY COUNCIL** – Mayor Shuey.

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

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 October 6, 2015. ([View Here](#))

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

(c) Adopt a Resolution establishing and approving a new Job Classification title and position of Police Administrative Clerk for the City of Clayton, and setting its associated salary range, employment benefits and representation unit. ([View Here](#))

(d) Approve the proposed schedule for the ten (10) Saturday “Concerts in The Grove” series in The Grove Park in 2016. ([View Here](#))

4. **RECOGNITIONS AND PRESENTATIONS**

(a) Recognition of Wendy Roden, former Police Office Coordinator, for her 5+ years of valued service with the Clayton Police Department.

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 - None.

8. ACTION ITEMS

- (a) City Council discussion to determine the preferred date of its annual joint special meeting with the Board of Trustees of the Mt. Diablo Unified School District from among the offered Monday dates, and preliminary identification of potential City-initiated topics. ([View Here](#))
(City Council)

Staff recommendation: That Council determine its preferred date(s) and preliminary topic(s) for an annual joint special meeting with the Mt. Diablo Unified School District Board of Trustees

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 Tuesday, November 3, 2015.

#

MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 10-20-2015

Agenda Item: 3a

TUESDAY, October 6, 2015

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:00 p.m. by Mayor Shuey in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Shuey, Vice Mayor Geller and Councilmembers Diaz, Haydon and Pierce. Councilmembers absent: None. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, Community Development Director Mindy Gentry, and City Clerk/HR Manager Janet Brown.

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

3. **CONSENT CALENDAR**

It was moved by Vice Mayor Geller, seconded by Councilmember Haydon, to approve the Consent Calendar as submitted. (Passed; 5-0 vote).

 - (a) Approved the minutes of the regular meeting of September 15, 2015.
 - (b) Approved Financial Demands and Obligations of the City.
 - (c) Adopted Resolution No. 40-2015 accepting as complete the 2015-16 Neighborhood Street Pavement Rehabilitation Project performed by MCK Services, Inc. (CIP No. 10424) in the final amount of \$847,777.09, ordering the filing of a Notice of Completion, and authorizing the additional allocation of \$41,802.06 from the Gas Tax Fund to this Capital Improvement Project to pay for additional field work and related services.

4. **RECOGNITIONS AND PRESENTATIONS**
 - (a) Proclamation declaring October 2015 as “Domestic Violence Awareness Month”.
Mayor Shuey read the Proclamation and requested staff send it to the requestor as no one was present to receive the Proclamation in person.

 - (b) Certificates of Recognition to public school students selected for exemplifying the “Do The Right Thing” character trait of “Responsibility”.
Mayor Shuey and Mt. Diablo Elementary School first grade teacher Katrina Reyes presented Certificates to students Abigail Keller and Ada Jeffress.

Mayor Shuey and Diablo View Middle School Principal Patti Bannister presented Certificates to students Juliana Ward and Lauren Utne.

Mayor Shuey and Clayton Valley Charter High School Principal Jeff Eben presented Certificates to students Odeli Hernandez and Hosna Opeyany.

5. REPORTS

- (a) Planning Commission – Commissioner Gregg Manning reported the Planning Commission held a meeting on September 22nd. He noted there was a Site Plan Review for a reasonable accommodation request for construction of a 520 square-foot garage addition and a 539 square-foot second-story addition located at 964 Oak Street. The reasonable accommodation is for an encroachment in the rear setback in order to enlarge the master bathroom for increased mobility and access due to a disability.

Mr. Manning also provided a brief report to the City Council regarding County Connection's recent election of officers, advising Rob Storer was elected as Chair, Laura Hoffmeister as Vice Chair and Rob Schroder as Secretary. Mr. Manning also thanked Clayton Councilmember Diaz as the City's Alternate for his attendance at County Connection meetings. He further advised County Connection recently released a Ride-on-Time transit app providing real time arrival predications for use by smartphones.

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

- (c) City Manager/Staff

City Manager Napper advised Police Office Coordinator Wendy Roden has accepted employment with the City of Pittsburg as a Police Records Clerk. Sandy Johnson, the City's current Community Services Officer, applied for, was interviewed and subsequently accepted a promotion to the position of Police Office Coordinator. The City will now begin its recruitment for Community Services Officer; however, after reviewing the job duties, it is determined to add the title of Police Administrative Clerk to the City's Job Classification Plan and recruitment for that position more reflective of the actual duties performed in that job. The City Council will need to approve, probably by Consent Calendar, the title addition at its October 20th regular City Council meeting. The entry-level opening will be advertised on the City's website, the *Clayton Pioneer*, in the regional paper and at local public agencies and colleges.

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

Councilmember Haydon assisted with the planning and attended the Clayton Business and Community Association's 12th Annual Oktoberfest Celebration. He also met with Chief Koford regarding security concerns and issues he had regarding this year's Oktoberfest Celebration.

Councilmember Pierce attended meetings of the Contra Costa Transportation Authority, Metropolitan Transportation Commission, and Associated Bay Area Governments. She also traveled to Boston on behalf of the Contra Costa Transportation Authority where refinancing of fixed rate notes occurred with significant savings at a new rate of 2.586%, based on the AAA Bond rating from the recent Fitch rating.

Councilmember Diaz attended meetings of the Clayton Business and Community Association general membership, Contra Costa Association of Realtors, and the Clayton Morgan Territory Fire Safe Council. He also attended the Clayton Business and Community Association's 12th Annual Oktoberfest Celebration and the memorial service of former Trails and Landscaping Committee member Don Fitzgerald.

Vice Mayor Geller attended meetings of Clayton Business and Community Association and Contra Costa Association of Realtors. He also attended the Clayton Business and Community Association's 12th Annual Oktoberfest Celebration, and the memorial service of former Trails and Landscaping Committee member Don Fitzgerald.

Mayor Shuey attended Clayton Business and Community Association's 12th Annual Oktoberfest Celebration, Clayton Community Church's recognition of Ben Ross for his 15 years of service as a crossing guard whereat he presented Mr. Ross with a City Proclamation declaring October 5, 2015 as "Ben Ross Day" in the City of Clayton, and a Clayton Valley Charter High School governing board meeting.

(e) Other – None.

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

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS**

(a) Consider staff's recommendation for consultant services to research and prepare disposition options concerning the condition and future of the three (3) deteriorating historic outbuildings on City-owned Keller Ranch House property, north of the Clayton Community Library.

Community Development Director Mindy Gentry summarized the staff report and noted, based on the current condition of the Keller House Ranch outbuildings, it was determined to research options for the future of the three structures and understand the process with each possible situation. Ms. Gentry provided a brief history of the property which was built in 1912 by Harry and Elodia Keller who operated a 1300-acre cattle ranch up until his death in 1940. The ranching

operations continued until 1972; the land was sold to Presley of Northern California in 1987.

The City of Clayton acquired the small parcel in 1991 that now contains the Keller Ranch House and associated outbuildings. In 2001, the Keller Ranch House complex, including the outbuildings was determined to be significant as a rare example, in the Clayton area, of Mission-style architecture with Craftsman elements. It was selected to the California Register of Historical Resources for the complex's association with cattle ranching, an industry important in local and regional history.

Recently staff has received commentary and complaints of the Keller House outbuildings due to the fact they have become an attractive nuisance because of their deteriorated state and ease of accessibility. The buildings have not been maintained over the years, often resulting in graffiti, vandalism, damage, and missing boards. The first step is to determine if the outbuildings still have historical significance; and then step two would identify options and finally determine the process the City must follow prior to formal City Council direction to staff. The City received four proposals regarding the aforementioned scope of study from Architectural Resources Group (ARG), ECORP, ESA, and Chris VerPlanck. Of the four proposals received, ECORP provided the most comprehensive services. For outreach purposes, staff provided a copy of this staff report to the Clayton Historical Society and Clayton Planning Commission. Staff is seeking general direction from the Council as to its preliminary inclinations regarding the outbuildings, and then staff will offer the recommended consultant based on those objectives.

Mayor Shuey opened the matter to receive public comments; no public comments were offered.

Councilmember Diaz inquired on the Fund 601 Unassigned Capital Improvement Program fund balance of \$119,550, noting the four proposals are significantly less than the funds available. Ms. Gentry advised the proposals are to determine the current condition of the Keller Ranch outbuildings, which then leads to analyses on the options to proceed.

Vice Mayor Geller suggested utilizing volunteers with a craftsman or woodworking background to assist with the Keller Ranch outbuildings. Mr. Napper advised, depending on the Council intentions for the outbuildings, recommendations will flow on how the City will proceed. For example, does the City invest in restoration, mothballing or demolition expenses the buildings? Once that decision has been determined, the option of using volunteers could be explored; however, a scope of restoration work would need to be determined first. Presently, portions of the outbuildings have become significantly worse with graffiti, vandalism, and kids generally hanging out there. Ms. Gentry added if the Keller Ranch outbuildings are remain historic, additional parameters may be required adhering to the Secretary of the Interior's Standards for the Treatment of Historic Properties. Vice Mayor Geller commented he felt efforts should be made to restore the historic outbuildings.

Councilmember Haydon noted the ESA Cultural Resources consultant did not provide a proper level of the scope of work to be performed. Ms. Gentry advised

its scope of work had a quick overview of the three options and lacked necessary details.

Councilmember Pierce mentioned the Clayton Historical Society is aware of the conditions of the Keller Ranch outbuildings and understands it may not be able to be restored to the condition they once were. She inquired if there was a firm that was preferred from the proposals to perform the analysis of the existing condition of the Keller Ranch outbuildings, since no matter which course, the City must first determine if the outbuildings remain historically significant in present condition.

Ms. Gentry responded in her previous employment she had used ECORP out of Rocklin, CA and found they have a larger organization and technical staff available to assist. ESA did not provide any details of its facility and capacity. Ms. Gentry advised the first step is to determine if the Keller Ranch outbuildings still hold a historic significance prior to proceeding to identifying the options available.

Councilmember Pierce commented she is not sure if there is anything left to save as the outbuildings have become more of a public nuisance and may have come to the end of historical value. She also noted the addition of fencing around the buildings to minimize access would make the outbuildings more of an attractive nuisance.

Mayor Shuey remarked he would like to see the Keller Ranch outbuildings demolished as they have become more of an attraction to vandals and he does not want the public liability exposure if the buildings are left as they are.

It was moved by Councilmember Diaz, seconded by Councilmember Pierce, to award a consultant services contract to ECORP for its determination of historical significance of the Keller House outbuildings using monies from Fund 610; and to bring the consultant's conclusions back to the City Council for discussion at a future regular City Council meeting to determine next steps. (Passed; 5-0 vote).

- (b) Consider and discuss the private-party operation of short-term residential vacation rentals/occupancies occurring within Clayton (e.g., Airbnb, VRBO), and City Council policy determination whether City regulation, restriction or prohibition is warranted by local ordinance.

City Attorney Subramanian presented the staff report noting it has been discovered that several residents are leasing their homes as short-term vacation rentals within the city. Staff has brought the presence of these operations to the City Council for discussion of any concerns for possible reduction of the quality of neighborhoods, excessive noise, and/or parking problems. The current Clayton Municipal Code does not directly address short-term rentals however the Code generally prohibits commercial uses in residential zones, and vice versa. The City could require residents engaging in short-term rentals to pay a 4% TOT tax (Transient Occupancy Tax) to the City. Another approach is wait and see if SB 593 (proposed state legislation regarding residential units for tourist or transient

use: transient residential hosting platforms) moves forward as its passage will require Airbnb and VRBO statewide to provide quarterly reports to each city and county on how often real properties are being used for this purpose. This reporting requirement would then create the platform to collect the local TOT for the City, noting enforcement is always a problem and an issue.

Mayor Shuey opened the floor to receive public comments; no public comments were offered.

Councilmember Pierce commented she has not heard of any short-term rental complaints and prefers to wait and see if SB 593 moves forward; if so, the City can take action at that time.

Vice Mayor Geller did not know that short-term rentals were occurring in Clayton and inquired if the City's 4% Transient Occupancy Tax rate could be adjusted? Ms. Subramanian advised the procedure to change the existing Transient Occupancy Tax would require an affirmative vote of the Clayton electorate.

Councilmember Diaz preferred to wait and see if any complaints are brought up to the City and then determine if a policy would need to be considered.

Mayor Shuey remarked he would also prefer to wait and see if problems occur with the current short-term rentals, addressing them on a case by case basis. At this time, the City does not have enough staff time to go through the process of chasing the Transient Occupancy Tax for collection.

City Manager Napper advised this matter was brought to the City Council for general awareness and any policy direction concerning short-term rentals occurring in residential properties. It could be happening more than the City or its citizens know in their neighborhoods as perhaps residents merely concluded that home always has so many vehicles coming and going.

No City Council action was taken on this item.

9. COUNCIL ITEMS

Vice Mayor Geller requested the 2016 Saturday Concerts in The Grove dates be placed on the October 20th regular City Council meeting agenda.

10. CLOSED SESSIONS

8:12 p.m.

Mayor Shuey announced the City Council will adjourn to Closed Session for the following stated purposes:

- (a) *Government Code Section 54956.8*, Conference with Real Property Negotiators.
Real Property: 6005 Main Street (APNs 119-011-002-1; 118-560-010-1; 118-370-041-6).
Instructions to City Negotiators (Mayor David Shuey and Council Member Julie Pierce;
and Ed Del Becarro, Managing Director, Transwestern) concerning price and
terms of payment.
Negotiating Parties: 1. Pacific Union Land Company (Joshua Reed).
2. Avesta Development Group, LLC (Mohammad Javanbakht)
- (b) *Government Code Section 54956.9 (d)(4)*, Conference with Legal Counsel
To Consider Initiation of Litigation: 1 case.

Report Out from Closed Session (9:51 p.m.): Mayor Shuey reported the City Council received reports and information from its real estate agent and its legal counsel, and gave general direction to staff.

11. **ADJOURNMENT**– on call by Mayor Shuey, the City Council adjourned its meeting at 9:52 p.m. in memory of Joan Culver and Don Fitzgerald, Clayton community members who recently passed away.

The next regularly scheduled meeting of the City Council will be October 20, 2015.

#

Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

David T. Shuey, Mayor

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Agenda Date 10/20/2015

Agenda Item: 3b

Approved: 

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Kevin Mizuno, FINANCE MANAGER
DATE: 10/20/2015
SUBJECT: FINANCIAL OBLIGATIONS

RECOMMENDATION:

Approve the following Invoices for payment:

10/2/2015 Cash Requirements	\$ 220,082.40
10/13/2015 ADP, Week 42, PPE 10/11/2015	\$ 90,646.53
Total	\$ 310,728.93

Attachments:

Cash Requirements Report dated 10/16/2015 (4 pages)
ADP Report Week 42, PPE 10/13/15 (1 page)

City of Clayton Cash Requirements Report City Council Meeting 10/20/15

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
Ace Sierra Tow								
Ace Sierra Tow	10/20/2015	10/20/2015	3901	Tow 9/26/15	\$25.00	\$0.00		\$25.00
<i>Totals for Ace Sierra Tow:</i>					<u>\$25.00</u>	<u>\$0.00</u>		<u>\$25.00</u>
All City Management Services, Inc.								
All City Management Services, Inc.	10/20/2015	10/20/2015	40249	school crossing guard services 8/30/15-9/12/1	\$458.19	\$0.00		\$458.19
All City Management Services, Inc.	10/20/2015	10/20/2015	40452	school crossing guard services 9/13/15-9/26/1	\$509.10	\$0.00		\$509.10
<i>Totals for All City Management Services, Inc.:</i>					<u>\$967.29</u>	<u>\$0.00</u>		<u>\$967.29</u>
CalPERS Retirement								
CalPERS Retirement	10/20/2015	10/20/2015	100000014627954	UAL for October 2015	\$9,827.00	\$0.00		\$9,827.00
CalPERS Retirement	10/20/2015	10/20/2015	100000014627969	UAL for October 2015	\$18,610.00	\$0.00		\$18,610.00
CalPERS Retirement	10/20/2015	10/20/2015	PPE 10/11/15	Retirement PPE 10/11/15	\$11,882.64	\$0.00		\$11,882.64
<i>Totals for CalPERS Retirement:</i>					<u>\$40,319.64</u>	<u>\$0.00</u>		<u>\$40,319.64</u>
CCWD								
CCWD	10/20/2015	10/20/2015	D Series	City Irrigation	\$23,516.38	\$0.00		\$23,516.38
<i>Totals for CCWD:</i>					<u>\$23,516.38</u>	<u>\$0.00</u>		<u>\$23,516.38</u>
City of Concord								
City of Concord	10/20/2015	10/20/2015	47717	vehicle maintenance August 2015	\$254.96	\$0.00		\$254.96
City of Concord	10/20/2015	10/20/2015	47697	dispatch services	\$20,089.50	\$0.00		\$20,089.50
City of Concord	10/20/2015	10/20/2015	47347	printing services - envelopes	\$108.95	\$0.00		\$108.95
<i>Totals for City of Concord:</i>					<u>\$20,453.41</u>	<u>\$0.00</u>		<u>\$20,453.41</u>
Clean Street								
Clean Street	10/20/2015	10/20/2015	79826	services for September 2015	\$3,500.00	\$0.00		\$3,500.00
<i>Totals for Clean Street:</i>					<u>\$3,500.00</u>	<u>\$0.00</u>		<u>\$3,500.00</u>
Concord Garden Equipment								
Concord Garden Equipment	10/20/2015	10/20/2015	512054	Work Order 81011	\$203.20	\$0.00		\$203.20
Concord Garden Equipment	10/20/2015	10/20/2015	512055	Parts	\$497.54	\$0.00		\$497.54
<i>Totals for Concord Garden Equipment:</i>					<u>\$700.74</u>	<u>\$0.00</u>		<u>\$700.74</u>
Contra Costa County - Administrator's Office								
Contra Costa County - Administrator's O	10/20/2015	10/20/2015	JAF15-4	Jail access fees 2014/2015	\$2,256.00	\$0.00		\$2,256.00
<i>Totals for Contra Costa County - Administrator's Office:</i>					<u>\$2,256.00</u>	<u>\$0.00</u>		<u>\$2,256.00</u>
Contra Costa County Department of Conservation & Development								
Contra Costa County Department of Co	10/20/2015	10/20/2015	Q1 FY 2016	Qrtly business license fees for Q1 FY 2016	\$137.15	\$0.00		\$137.15
<i>Totals for Contra Costa County Department of Conservation & Development:</i>					<u>\$137.15</u>	<u>\$0.00</u>		<u>\$137.15</u>
Contra Costa County Sheriff - Forensic Svc Div (Lab)								
Contra Costa County Sheriff - Forensic S	10/20/2015	10/20/2015	CLPD-1508	toxicology for August 2015	\$15,127.50	\$0.00		\$15,127.50

City of Clayton Cash Requirements Report City Council Meeting 10/20/15

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for Contra Costa County Sheriff - Forensic Svc Div (Lab):</i>					<u>\$15,127.50</u>	<u>\$0.00</u>		<u>\$15,127.50</u>
Contra Costa County Tax Collector								
Contra Costa County Tax Collector	10/20/2015	10/20/2015	FY2016	Property Taxes, FY 2016	\$6,556.50	\$0.00		\$6,556.50
<i>Totals for Contra Costa County Tax Collector:</i>					<u>\$6,556.50</u>	<u>\$0.00</u>		<u>\$6,556.50</u>
Crime Scene Cleaners Inc.								
Crime Scene Cleaners Inc.	10/20/2015	10/20/2015	61918	Clean car 1737	\$70.00	\$0.00		\$70.00
<i>Totals for Crime Scene Cleaners Inc.:</i>					<u>\$70.00</u>	<u>\$0.00</u>		<u>\$70.00</u>
Cropper Accountancy Corp								
Cropper Accountancy Corp	10/20/2015	10/20/2015	1067	2nd progress billing for audit FY 2015	\$17,025.00	\$0.00		\$17,025.00
<i>Totals for Cropper Accountancy Corp:</i>					<u>\$17,025.00</u>	<u>\$0.00</u>		<u>\$17,025.00</u>
Division of the State Architect								
Division of the State Architect	10/20/2015	10/20/2015	Q1 FY 2016	Qrtly business license fees for Q1 FY 2016	\$63.30	\$0.00		\$63.30
<i>Totals for Division of the State Architect:</i>					<u>\$63.30</u>	<u>\$0.00</u>		<u>\$63.30</u>
G.N. Henley, Inc								
G.N. Henley, Inc	10/20/2015	10/20/2015	15-110	surface repairs at MDE trail - Bid # 15-135	\$9,950.00	\$0.00		\$9,950.00
G.N. Henley, Inc	10/20/2015	10/20/2015	15-110	pavement repairs Clayton Rd/Oakhurst Dr - B	\$19,000.00	\$0.00		\$19,000.00
<i>Totals for G.N. Henley, Inc:</i>					<u>\$28,950.00</u>	<u>\$0.00</u>		<u>\$28,950.00</u>
Globalstar LLC								
Globalstar LLC	10/20/2015	10/20/2015	1000000006786363	service 8/16/15-9/15/15	\$55.57	\$0.00		\$55.57
<i>Totals for Globalstar LLC:</i>					<u>\$55.57</u>	<u>\$0.00</u>		<u>\$55.57</u>
HUB Inter of CA Ins Svc								
HUB Inter of CA Ins Svc	10/20/2015	10/20/2015	September 2015	September Event Insurance	\$100.18	\$0.00		\$100.18
<i>Totals for HUB Inter of CA Ins Svc:</i>					<u>\$100.18</u>	<u>\$0.00</u>		<u>\$100.18</u>
ICMA Retirement Corporation								
ICMA Retirement Corporation	10/20/2015	10/20/2015	15862	2nd Qtrr Fee FY 2016	\$125.00	\$0.00		\$125.00
<i>Totals for ICMA Retirement Corporation:</i>					<u>\$125.00</u>	<u>\$0.00</u>		<u>\$125.00</u>
LarryLogic Productions								
LarryLogic Productions	10/20/2015	10/20/2015	1533	city council meeting 10/6/15	\$300.00	\$0.00		\$300.00
<i>Totals for LarryLogic Productions:</i>					<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
Matrix Association Management								
Matrix Association Management	10/20/2015	10/20/2015	1958	Management services for September 2015	\$4,264.10	\$0.00		\$4,264.10
Matrix Association Management	10/20/2015	10/20/2015	2106	Management services for October 2015	\$4,264.10	\$0.00		\$4,264.10
<i>Totals for Matrix Association Management:</i>					<u>\$8,528.20</u>	<u>\$0.00</u>		<u>\$8,528.20</u>
MPA								
MPA	10/20/2015	10/20/2015	B1503-2	Workers' C sation Premium 2015-16, I	\$25,398.00	\$0.00		\$25,398.00

City of Clayton Cash Requirements Report City Council Meeting 10/20/15

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for MPA:</i>					<u>\$25,398.00</u>	<u>\$0.00</u>		<u>\$25,398.00</u>
Neopost (add postage)								
Neopost (add postage)	10/20/2015	10/20/2015	10/14	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>
Karen Patera								
Karen Patera	10/20/2015	10/20/2015	CAP0172	Deposit refund for POD Storage	\$500.00	\$0.00		\$500.00
<i>Totals for Karen Patera:</i>					<u>\$500.00</u>	<u>\$0.00</u>		<u>\$500.00</u>
PERMCO, Inc.								
PERMCO, Inc.	10/20/2015	10/20/2015	10464	Services 9/26/15-10/9/15	\$3,174.00	\$0.00		\$3,174.00
PERMCO, Inc.	10/20/2015	10/20/2015	10465	CAP Inspections 9/26/15-10/9/15	\$124.50	\$0.00		\$124.50
PERMCO, Inc.	10/20/2015	10/20/2015	10467	Final report and acceptance	\$732.00	\$0.00		\$732.00
PERMCO, Inc.	10/20/2015	10/20/2015	10468	Prepare C O and inspect work	\$300.00	\$0.00		\$300.00
<i>Totals for PERMCO, Inc.:</i>					<u>\$4,330.50</u>	<u>\$0.00</u>		<u>\$4,330.50</u>
Psychological Resources Inc.								
Psychological Resources Inc.	10/20/2015	10/20/2015	7022	pre-employment screening	\$450.00	\$0.00		\$450.00
<i>Totals for Psychological Resources Inc.:</i>					<u>\$450.00</u>	<u>\$0.00</u>		<u>\$450.00</u>
Riso Products of Sacramento								
Riso Products of Sacramento	10/20/2015	10/20/2015	147142	contract for 9/18/15-10/17/15	\$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>
Sprint Comm (PD)								
Sprint Comm (PD)	10/20/2015	10/20/2015	703335311-166	service 8/26/15-9/25/15	\$271.19	\$0.00		\$271.19
<i>Totals for Sprint Comm (PD):</i>					<u>\$271.19</u>	<u>\$0.00</u>		<u>\$271.19</u>
Staples Advantage								
Staples Advantage	10/20/2015	10/20/2015	8036261351	Supplies for September 2015	\$527.85	\$0.00		\$527.85
<i>Totals for Staples Advantage:</i>					<u>\$527.85</u>	<u>\$0.00</u>		<u>\$527.85</u>
Stericycle Inc								
Stericycle Inc	10/20/2015	10/20/2015	3003189191	service 11/15-1/16	\$356.64	\$0.00		\$356.64
<i>Totals for Stericycle Inc:</i>					<u>\$356.64</u>	<u>\$0.00</u>		<u>\$356.64</u>
TTI Polygraph								
TTI Polygraph	10/20/2015	10/20/2015	15-001	pre-employment polygraph	\$300.00	\$0.00		\$300.00
<i>Totals for TTI Polygraph:</i>					<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
Unique Pools								
Unique Pools	10/20/2015	10/20/2015	CAP0153	deposit refund for 12 Promontory Place	\$1,761.37	\$0.00		\$1,761.37
<i>Totals for Unique Pools:</i>					<u>\$1,761.37</u>	<u>\$0.00</u>		<u>\$1,761.37</u>

City of Clayton Cash Requirements Report City Council Meeting 10/20/15

<u>Vendor Name</u>	<u>Due Date</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Balance</u>	<u>Potential Discount</u>	<u>Discount Expires On</u>	<u>Net Amount Due</u>
US Bank - Corp Pmt System CalCard	10/20/2015	10/20/2015	Stmt 9/22/15	Statement Ending 9/22/15	\$10,260.13	\$0.00		\$10,260.13
<i>Totals for US Bank - Corp Pmt System CalCard:</i>					<u>\$10,260.13</u>	<u>\$0.00</u>		<u>\$10,260.13</u>
Gildardo Vega								
Gildardo Vega	10/20/2015	10/20/2015	27424	Deposit refund for EH 10/11/15	\$755.00	\$0.00		\$755.00
<i>Totals for Gildardo Vega:</i>					<u>\$755.00</u>	<u>\$0.00</u>		<u>\$755.00</u>
Waraner Brothers Tree Service								
Waraner Brothers Tree Service	10/20/2015	10/20/2015	12429	Buckeye removal behind Library	\$600.00	\$0.00		\$600.00
Waraner Brothers Tree Service	10/20/2015	10/20/2015	12430	Pruning, Clayton Rd/Regency	\$2,400.00	\$0.00		\$2,400.00
Waraner Brothers Tree Service	10/20/2015	10/20/2015	12428	Oak Tree, Lydia Lane Park	\$3,000.00	\$0.00		\$3,000.00
<i>Totals for Waraner Brothers Tree Service:</i>					<u>\$6,000.00</u>	<u>\$0.00</u>		<u>\$6,000.00</u>
GRAND TOTALS:					\$220,082.40	\$0.00		\$220,082.40

Earnings Statement

Employees with Overflow Statement
0 Overflow Statement 1 Total Statement
Tot Cks/Vchrs:00000000036 Tot Docs in all:00000000039
First No. Last No. Total
Checks: ADPCHECK ADPCHECK 00000000005
Vouchers: 00000420001 00000420031 00000000031

Z7L TOTAL DOCUMENT
CITY OF CLAYTON
LOCATION 0001

CHECK STUFFING, RECONCILIATION

90646.53 GROSS
66555.93 NET PAY (INCLUDING ALL DEPOSITS)
11239.28 FEDERAL TAX
235.11 SOCIAL SECURITY
1255.27 MEDICARE
.00 MEDICARE SURTAX
.00 SUI TAX
3770.40 STATE TAX
.00 LOCAL TAX
70925.15 DEDUCTIONS
3221.32 NET CHECK

COMPANY CODE Z7L
CITY OF CLAYTON
TOTAL DOCUMENT
LOCATION 0001

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

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

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



Agenda Date: 10-20-2015

Agenda Item: 3c

Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Janet Brown, City Clerk/ HR Manager
DATE: October 20, 2015
SUBJECT: Approve the Addition of "Police Administrative Clerk" to the City's Job Classification Plan

BACKGROUND

On October 5, 2015 the City's current Community Services Officer (Sandy Johnson) competed for and was promoted to the position of Police Office Coordinator within the Clayton Police Department. The Police Office Coordinator position was vacated by its incumbent, Wendy Roden, who voluntarily left City employment to accept another public sector job with the City of Pittsburg. This internal advancement then left vacant the City position of Community Services Officer.

When any such employment vacancy occurs and before advertising an open position for applicants, staff internally reviews the associated job description to make certain it remains current to actual practice of tasks and duties. In this instance, it became clear the job classification of Community Services Officer (CSO) no longer accurately reflected the duties and responsibilities of the position as presently utilized in the Clayton Police Department; for examples, it did not involve field work, was primarily an office support position, and the continued use of such position title could be confusing to prospective applicants or members of the public believing the title of CSO offered an entry point for an individual seeking to eventually become a law enforcement officer, which career path is not logical as utilized here.

Therefore, it became clear an additional job description and title should be created and added to the City's Job Classification Plan. The proposed new classification of "Police Administrative Clerk, accompany job description (Exhibit A) and its title best reflects the actual duties and needs as employed in the Clayton Police Department. Staff critiqued the job description with the Interim Chief of Police and also had the incumbent Police Office Coordinator and CSO review it for accuracy.

It is proposed this new job classification have the same salary and employment benefits as the unfilled Community Services Officer position, be subject to and be a member of the Undesignated Miscellaneous City Employees Unit for collective bargaining and representation purposes, and going forward will supplant the one (1) Community Services Officer position approved in the Fiscal Year 2015-16 City Budget.

FISCAL IMPACT

None. The salary and compensation benefits offered to the new Police Administrative Clerk job classification are identical to those of the unfilled Community Services Officer position approved in the FY 2015-16 City Budget.

Attachment: 1. City Resolution (2 pages)
Exhibit A: Police Administrative Clerk Job Description (3 pages)

RESOLUTION NO. - 2015

A RESOLUTION AMENDING THE CITY OF CLAYTON JOB CLASSIFICATION PLAN TO ADD A NEW CLASSIFICATION OF "POLICE ADMINISTRATIVE CLERK"

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

WHEREAS, the City of Clayton currently has an approved Job Classification Plan which establishes classifications for all regular full and part time employment positions, including associated job descriptions and qualifications; and

WHEREAS, the City has determined a need to establish a new job classification for a class of employee(s) to be designated as "Police Administrative Clerk"; and

WHEREAS, the proposed Police Administrative Clerk classification shall have an accompanying job description, a copy of which is attached hereto labeled "Exhibit A", which job description has been fully vetted and recommended by City management personnel; and

WHEREAS, the Job Classification Plan of the City must formally be amended to add and incorporate said new job classification of "Police Administrative Clerk"; and

WHEREAS, it is the objective for the new "Police Administrative Clerk" job classification salary and benefits to be benchmarked to and identical as those of the existing Community Services Officer.

NOW, THEREFORE, BE IT RESOLVED the City Council of Clayton, California does hereby approve an amendment of the City's Job Classification Plan to add a new job classification of "Police Administrative Clerk", with an approved job description attached hereto as "Exhibit A" and incorporated herein as if fully set forth in this Resolution; and

BE IT FURTHER RESOLVED the City Council does hereby designate the job classification of "Police Administrative Clerk" to be member of the Undesignated Miscellaneous City Employees Unit for collective bargaining and employment benefit purposes, and does herewith set the position's current monthly salary range to be the following, effective immediately upon adoption of this Resolution:

<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Police Administrative Clerk	\$3,434	\$3,605	\$3,786	\$3,976	\$4,173.

PASSED, APPROVED AND ADOPTED by the City Council of Clayton, California at a regular public meeting thereof held on the 20th day of October, 2015 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

THE CITY COUNCIL OF CLAYTON, CA

David T. Shuey, Mayor

ATTEST:

Janet Brown, City Clerk

CITY OF CLAYTON

POLICE ADMINISTRATIVE CLERK

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general direction, performs a variety of non-hazardous law enforcement functions including managing law enforcement evidence, taking Police Station counter reports, and providing technical and clerical support to the Police Department; performs other duties as requested or assigned.

DISTINGUISHING CHARACTERISTICS

The **Police Administrative Clerk** is responsible for clerical and administrative support within the Police Department, including managing the inventory of law enforcement evidence, public reception, filing and record keeping, and the processing and delivery of documents and records, many of which will contain sensitive and confidential information. Incumbents have significant public contact by providing the public with information about the City's police function, procedures and activities.

SUPERVISION RECEIVED/EXERCISED:

General direction is received from the assigned Administrative Sergeant. Incumbents of this class do not routinely exercise supervision of other personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Answers the telephone and assists the general public, providing information and answers on departmental and City policies and procedures as needed; refers calls to the appropriate City or Police department personnel.
- Receives calls for service, records necessary information and prepares requests for police services.
- Assists in storing evidence; transport evidence to labs or court.
- Processes a variety of documents including arrest reports, background checks, vacation house call requests, pawn slips, stored vehicle releases, alarm registrations, logs and files.

- Performs a wide variety of routine clerical work including filing, indexing, verifying and recording information and copying.
- Processes cash records; issues, receives, types and processes various applications, permits and other forms.
- Operates CLETS, NCIC, NLETS and other police information networks.
- This position is a non-sworn civilian classification and is required to wear daily a Police Department issued uniform.

WORKING CONDITIONS

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data and using a computer keyboard. The position further requires near, far and color vision in reading data and using the computer, and hearing is required when providing phone and counter service, and receiving instruction via radio. The need to lift, drag and push file boxes weighing up to 25 pounds also is required. Incumbents, while processing and storing evidence, may be exposed to a variety of hazardous materials such as blood, narcotics, body fluids and other unidentified elements.

QUALIFICATIONS

(The following are the minimal qualifications necessary for entry into the classification)

Education and/or Experience:

Any combination of education and experience which provides the knowledge, skills and abilities necessary to perform as a **Police Administrative Clerk**. A typical way of obtaining the required qualifications is to possess two years of responsible office assistance work experience, involving frequent public contact; preference given to experience employed in a law enforcement organization.

High school graduate (or GED) required; college coursework desired.

License/Certificate:

Possess a valid Class C California driver's license by date of employment.

KNOWLEDGE/ABILITIES/SKILLS

(The following are a representative sample of the KASs necessary to perform the essential duties of the position)

Knowledge of:

Modern office methods, procedures and equipment, including use of computers, keyboards, software, and copiers; accounting and statistical data record keeping; clerical procedures, including English usage, statistical research, and administrative report writing; policies, procedures and functions of a law enforcement department; basics of the California Vehicle Code, Penal Code, Government Code and Evidence Code; processing and maintaining law enforcement reports and records; operation procedures for law enforcement related office machines.

Ability to:

Communicate effectively; compile, maintain, process and prepare a variety of records and reports, including budget estimates and expense reports; maintain statistical records and reports; interpret and apply a variety of laws, codes and departmental rules and policies; work independently and use good judgment in providing support services; work tactfully and courteously with the public and employees in answering questions, disseminating information and providing assistance to others; establish and maintain cooperative working relationships; maintain confidentiality of information.

Skill to:

Operate an office computer and a variety of word processing and office software applications.

Agenda Date: 10-20-2015

Agenda Item: 3d

Approved:

Gary A. Napper
City Manager

October 16, 2015

Per telephone conversation on October 16, 2015 with Vice Mayor Geller regarding the 2016 "Concerts in The Grove" Saturday series, Vice Mayor Geller verbally proposed the following concert schedule for the 2016 season.

2016 CONCERT SCHEDULE

Every other Saturday from 6:00 p.m. to 9:00 p.m. in The Grove Park on the following dates:

May 7th and 21st

June 4th and 18th

July 2nd, 16th and 30th

August 13th and 27th

September 10th

May 2016

~ May 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 City Council Meeting	4	5	6	7 Saturday Concerts in The Grove
8 Mother's Day	9	10 Planning Commission Meeting	11	12	13	14
15	16	17 City Council Meeting	18	19	20	21 Saturday Concerts in The Grove
22	23	24 Planning Commission Meeting	25	26	27	28
29	30 Memorial Day	31	Notes:			

June 2016

~ June 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Saturday Concerts in The Grove
5	6	7 City Council Meeting	8	9	10	11
12	13	14 Planning Commission Meeting	15	16	17	18 Saturday Concerts in The Grove
19 Father's Day	20	21 City Council Meeting	22	23	24	25
26	27	28 Planning Commission Meeting	29	30	Notes:	

July 2016

~ July 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Saturday Concerts in The Grove
3	4 Independence Day	5 City Council Meeting	6	7	8	9
10	11	12 Planning Commission Meeting	13	14	15	16 Saturday Concerts in The Grove
17	18	19 City Council Meeting	20	21	22	23
24	25	26 Planning Commission Meeting	27	28	29	30 Saturday Concerts in The Grove
31	Notes:					

August 2016

~ August 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 City Council Meeting	3	4	5	6
7	8	9 Planning Commission Meeting	10	11	12	13 Saturday Concerts in The Grove
14	15	16 City Council Meeting	17	18	19	20
21	22	23 Planning Commission Meeting	24	25	26	27 Saturday Concerts in The Grove
28	29	30	31	Notes:		

September 2016

~ September 2016 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day	6 City Council Meeting	7	8	9	10 Saturday Concerts in The Grove
11	12	13 Planning Commission Meeting	14	15	16	17
18	19	20 City Council Meeting	21	22	23	24
25	26	27 Planning Commission Meeting	28	29	30	Notes:



MT. DIABLO UNIFIED SCHOOL DISTRICT
JAMES W. DENT EDUCATION CENTER
1936 Carlotta Drive
Concord, California 94519-1358
(925) 682-8000, ext. 4000

Agenda Date: 10-20-2015

Agenda Item: 8a

OFFICE OF
SUPERINTENDENT

October 5, 2015

The Honorable Members of
the Clayton City Council
6000 Heritage Trail
Clayton, CA 94519

Dear Councilmembers:

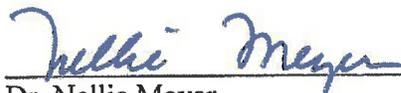
We would like to continue developing our relationship with the communities in which our students attend our schools. The last several years, we had an opportunity to meet with you as a Board, along with our Superintendent, to discuss some of the issues which are important to your City and community, as well as to our schools, our students and the parent community we serve. As we move towards full implementation of the Local Control Funding Formula, and its accountability plan, as well as the Common Core curriculum within each of our classrooms, we believe it is more important than ever to hear from our communities as to how we can better meet the needs of our students.

The Board approved at its' September 28, 2015 meeting, a number of dates throughout this school year, at which time we are available to meet with you. The following dates have been set aside for these meetings: November 2, 2015; December 14, 2015; January 4, 2016; February 1, 2016; February 29, 2016; April 4, 2016; and May 2, 2016. If any of the above dates would be appropriate for your Council to meet with us, please select one and call (925) 682-8000, x4000, or email superintendentsoffice@mdusd.org. We will schedule the meeting date at either your facility, one of our schools or our Board Room.

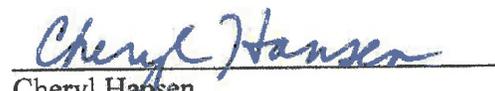
Thank you for your dedication to our communities. We look forward to hearing from you.

Sincerely,

MT. DIABLO UNIFIED SCHOOL DISTRICT



Dr. Nellie Meyer
Superintendent



Cheryl Hansen
President, Board of Education