



AGENDA

REGULAR MEETING

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CLAYTON CITY COUNCIL

* * *

TUESDAY, October 21, 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 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 21, 2014

1. **CALL TO ORDER 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 October 7, 2014. ([View Here](#))
 - (b) Approve the Financial Demands and Obligations of the City. ([View Here](#))
 - (c) Approve the proposed schedule for the 2015 Saturday “Concerts in The Grove” series. ([View Here](#))
 - (d) Approve the City’s Investment Portfolio Report for the 1st Quarter of FY 2014-15 ending September 30, 2014. ([View Here](#))

4. **RECOGNITIONS AND PRESENTATIONS** – None.

5. **REPORTS**
 - (a) Planning Commission – Commissioner Sandra Johnson.
 - (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 – Introduction of candidates present for City Council elected office.

6. PUBLIC COMMENT ON NON - AGENDA ITEMS

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

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

7. PUBLIC HEARINGS - None.

8. ACTION ITEMS

- (a) Consider the Introduction and First Reading of proposed City-initiated Ordinance No. 457 amending Chapter 10.28 Vehicle Weight Limits of the *Clayton Municipal Code* regarding truck routes and declaring certain streets as truck routes in the City. ([View Here](#))
(City Engineer)

Staff recommendations: **1)** Receive the staff report; **2)** Receive public comments; **3)** Following Council discussion or any amendments to the proposed Ordinance, adopt a motion to have the City Clerk read Ordinance No. 457 by title and number only and waive further reading; and **4)** Following the City Clerk's reading, by motion approve Ordinance No. 457 for introduction with findings the action does not constitute a project under CEQA and set Tuesday, January 6, 2015 at 7:00 pm in Hoyer Hall at the Clayton Community Library, 6125 Clayton Road, as the date, time and location of a noticed Public Hearing on Ordinance No. 457.

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 November 4, 2014.

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

Agenda Date: 10-21-2014

Agenda Item: 3a

TUESDAY, October 7, 2014

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 and Councilmembers Diaz and Pierce. Councilmembers absent: Councilmember Geller. Staff present: City Manager Gary Napper, City Engineer Rick Angrisani, Assistant City Attorney Christopher Diaz, and City Clerk Janet Brown.

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

3. **CONSENT CALENDAR**

It was moved by Councilmember Pierce, seconded by Vice Mayor Shuey, to approve the Consent Calendar as amended on Item 3(a). (Passed; 4-0 vote).

- (a) Approved the minutes of the regular meeting of September 16, 2014, as amended.
- (b) Approved Financial Demands and Obligations of the City.
- (c) Adopted Resolution No. 40-2014 approving a 2-year Memorandum of Agreement with the Clayton Undesignated Miscellaneous Employees Group effective the Fiscal Years of 2014-2015 and 2015-2016.
- (d) Approved the appointment of Ronald Tervelt as the City of Clayton's representative to the Contra Costa County Advisory Council on Aging.

4. **RECOGNITIONS AND PRESENTATIONS**

- (a) A Proclamation declaring October 2014 as "Domestic Violence Awareness Month" in the City of Clayton.

Mayor Stratford remarked no recipient is present at the meeting to receive the "Domestic Violence Awareness Month" Proclamation and requested it be mailed out after the meeting.

Mayor Stratford announced another Proclamation was received after the agenda was posted to declare October 2014 as "Rett Syndrome Awareness Month". Mayor Stratford read this Proclamation in its entirety to better inform the community about Rett Syndrome. Both Proclamations were requested of the City Clerk to be mailed after the meeting.

- (b) Certificates of Recognition to public school students selected for exemplifying the "Do The Right Thing" character trait of "Responsibility".

Mayor Stratford and Mt. Diablo Elementary School Teacher Mrs. Huaco recognized students Elena Carcamo and Joseph Shelton.

Mayor Stratford and Clayton Valley Charter High School, Director of Administrative Services Neil McChesney recognized students Adrian Lopez, Naame Kelete and Matthew Salvetti.

5. REPORTS

- (a) Planning Commission – Commissioner Keith Haydon reported the Planning Commission held a meeting on September 23rd. He noted there was a Public Hearing on the environmental analysis report Initial Study/Mitigated Negative Declaration regarding the Silver Oaks Estates Planned Development prepared by JR Peterson & Associates. Commissioner Haydon mentioned this is the largest proposed project in the City of Clayton consisting of 52 Townhomes and 7 Single Family Dwellings. He mentioned there were 80 citizens in attendance at the meeting with 22 providing public comments on the proposed Silver Oaks Estates project. The community has concerns regarding the length of the study to digest in such a short time period, traffic, site corridor views and the number of proposed homes. The Planning Commission therefore extended the public comment period on the environmental analysis report from 45 to 60 days for written comments only to now conclude on November 20th, 2014.

Council Candidate Haydon also added he read the staff reports on the City Council agenda presented tonight and agrees with the staff recommendations on the state-required Sewer System Management Plan and Ordinance No. 456 Clayton Municipal Code updating Chapter 13.06 and 13.08.

- (b) Trails and Landscaping Committee – No meeting held.
- (c) City Manager/Staff – No reports.
- (d) City Council - Reports from Council liaisons to Regional Committees, Commissions and Boards.

Councilmember Diaz attended the swearing in of new Clayton Police Sergeant Jason Shaw; and he attended the Contra Costa County Realtors Association event and provided handicap transportation services at the Clayton Business and Community Association's 11th annual Oktoberfest.

Councilmember Pierce attended the Associated Bay Area Governments bi-monthly meeting, Contra Costa Transportation Authority meeting, Contra Costa County Realtors Association event, Clayton Business and Community Association's Oktoberfest, Regional Committee Board meeting and led the Bay, Delta and Water Conference on the fresh water flows to the estuary on the Delta.

Vice Mayor Shuey attended the Contra Costa County Realtors event; and mentioned Clayton Valley Charter High School Governing Board is holding a meeting on October 8th regarding its re-authorization conversion document and encourages the public to review the document and voices their concerns. Vice Mayor Shuey agrees with the proposed CVCHS changes.

Councilmember Pierce added this is the fifth meeting of the Clayton Valley Charter High School Board to consider the changes to its re-authorization conversion.

Mayor Stratford asked when is the re-authorization conversation agreement scheduled to go to the Contra Costa County Board of Education? Vice Mayor Shuey advised it is scheduled to go this week. Councilmember Pierce added the Clayton Valley Charter High School Governing Board has until the end of October to submit the conversion agreement.

Mayor Stratford announced the "Do The Right Thing" monthly character trait "Respect" has started and students will be recognized at the November 4, 2014 regular City Council meeting. He also mentioned he was able to tour the interim East Contra Costa Habitat Conservancy tour that took place in East Contra Costa County, and was impressed by the accumulation of open space lands that has occurred generally benefiting the Clayton Valley communities.

Councilmember Pierce noted her attendance at the 80th Anniversary of the East Bay Regional Parks District and mentioned the Contra Costa Habitat Conservancy received an award at the event.

Mayor Stratford added the efforts of the Contra Costa Habitat Conservancy will open up additional trails and is great for future generations.

- (e) Other – Council Candidate Shuey requested "Vote for Shuey" in the November 4th Election.

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

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS**

- (a) Consider a Resolution No. 41-2014 adopting a state-required Sewer System Management Plan (SSMP) for Clayton's municipal sewer system
(City Engineer)

City Engineer Rick Angrisani presented the staff report and noted prior to City's incorporation in 1964, sanitary sewer collection and treatment was provided by the City of Concord. After incorporation the Clayton City Council entered into an agreement with the City of Concord for continued treatment of sewage and maintenance of the municipal sanitary sewer collection system. Though the agreement has been updated several times, the City of Clayton retains its ownership rights.

In 2006, Water Quality Order No. 2006-0003 established Statewide General Waste Discharge Requirements for all publically owned or operated sanitary sewer systems within the State of California. It became required for owners of such systems to report Sanitary Sewer Overflows to the State Water Resources Control Board and develop a system-specific Sewer System Management Plan. The City of Concord took on responsibility for Sanitary Sewer Overflow reports on behalf of the City of Clayton; however, it has since been determined the state regulations have changed which now require the City of Clayton to re-evaluate the operation and maintenance of the sanitary sewer pipelines within its jurisdiction. Part of this state requirement is for the City to prepare its own Sewer System Management Plan (SSMP) separate from Concord's.

A contract for the preparation of the required plan was awarded to Humphrey Consulting at the Council's April 1, 2014 meeting. Staff reviewed the attached draft Plan and has determined it complies with state requirements. Sewer maintenance and treatment funds for the sanitary sewer system are assessed and levied by Concord through one's real property tax bills. Since a regulatory state agency imposed the requirement of the SSMP, after discussions the City of Concord agreed to pay for it using Clayton and Concord sewer assessment revenues in a not-to-exceed budget of \$45,375 to assist the City of Clayton with the new state requirement.

Mayor Stratford opened the floor to receive public comments on the Sewer System Management Plan (SSMP); no public comments were offered.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to approve Resolution No. 41-2014 adopting the Sewer System Management Plan for the City of Clayton. (Passed; 4-0 vote).

- (b) Consider the Introduction and First Reading of a proposed City-initiated Ordinance No. 456 amending Chapter 13.06 and Chapter 13.08 of the *Clayton Municipal Code* adopting by reference Concord Municipal Code Chapter 1305 and Central Contra Costa Sanitary District Code Title 10 concerning municipal sewer services and regulations.
(City Engineer)

City Engineer Rick Angrisani presented the staff report and noted during preparation of the Sewer System Management Plan, staff and the City Attorney's office reviewed the Clayton Municipal Code chapters 13.06 and 13.08, "Source Control" and "Sewerage" and found these existing chapters to be extremely outdated. The Assistant City Attorney prepared the attached Ordinance which brings the Clayton Municipal Code up to date with regard to its municipal sewer system and obligations.

Mayor Stratford opened the floor to receive public comments on the amendment of Clayton Municipal Code Chapters 13.06 and 13.08 by reference of Concord Municipal Code Chapter 1305 and Central Contra Costa Sanitary District Code Title 10 regarding Sewer Services and Regulations; no public comments were offered.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to approve a motion to have the City Clerk read Ordinance No. 456 by title and number only and waive further reading. (Passed; 4-0 vote).

The City Clerk read Ordinance No. 456 by title and number only.

It was moved by Councilmember Pierce, seconded by Councilmember Diaz, to approve Ordinance No. 456 for Introduction with findings the action does not constitute a project under CEQA and set Tuesday, November 4, 2014 at 7:00 pm in Hoyer Hall at the Clayton Community Library as the date, time and location for a noticed Public Hearing on Ordinance No. 456. (Passed; 4-0 vote).

9. **COUNCIL ITEMS** – None.

10. **CLOSED SESSION** – Mayor Stratford announced the following purpose for the City Council to meet in Closed Session:

- (a) *Government Code Section 54956.9(d) (4)* – Conference with Legal Counsel.
Anticipated Litigation: 1 Potential Case.

Report out from Closed Session (8:00 pm)

Mayor Stratford reported the City Council received information and gave direction to its legal counsel and staff.

11. **ADJOURNMENT**– on call by Mayor Stratford, the City Council meeting adjourned at 8:01 p.m.

The next regularly-scheduled City Council meeting is October 21, 2014.

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Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

Hank Stratford, Mayor

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Agenda Date 10/21/2014

Agenda Item: 3b

Approved: 

Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FRÓM: Kevin Mizuno, FINANCE MANAGER

DATE: 10/21/2014

SUBJECT: FINANCIAL OBLIGATIONS

RECOMMENDATION:

Approve the following Invoices:

10/17/2014	Obligations, Cash Requirements	\$ 185,100.50
10/01/2014	ADP Payroll PPE 9/28/14, Pay 10/1/14	\$ 58,682.24
10/15/2014	ADP Payroll PPE 10/12/14, Pay 10/15/14	\$ 71,005.93
	Total	\$ 314,788.67

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Attachments:

Cash Requirements Report dated 10/17/2014 (4 pages)

ADP Report Week 14, PPE 9/28/2014 (1 page)

ADP Report Week 16, PPE 10/12/2014 (1 page)

City of Clayton

Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
ASCAP								
ASCAP	10/21/2014	10/15/2014	200006883894	license fee for summer 2014 Concerts	\$355.37	\$0.00		\$355.37
				<i>Totals for ASCAP:</i>	<u>\$355.37</u>	<u>\$0.00</u>		<u>\$355.37</u>
AT&T/ CalNet 2								
AT&T/ CalNet 2	10/21/2014	10/17/2014	000005774896	phone service 8/22/14-9/21/14	\$1,388.81	\$0.00		\$1,388.81
				<i>Totals for AT&T/ CalNet 2:</i>	<u>\$1,388.81</u>	<u>\$0.00</u>		<u>\$1,388.81</u>
Bay Area Barricade Serv.								
Bay Area Barricade Serv.	10/21/2014	10/15/2014	0310815-IN	supplies 9/25/14	\$878.65	\$0.00		\$878.65
Bay Area Barricade Serv.	10/21/2014	10/15/2014	0310663-IN	supplies 9/23/14	\$275.44	\$0.00		\$275.44
				<i>Totals for Bay Area Barricade Serv.:</i>	<u>\$1,154.09</u>	<u>\$0.00</u>		<u>\$1,154.09</u>
Bay Area News Group East Bay (CCT)								
Bay Area News Group East Bay (CCT)	10/21/2014	10/15/2014	0000809578	housing element/elections	\$668.00	\$0.00		\$668.00
				<i>Totals for Bay Area News Group East Bay (CCT):</i>	<u>\$668.00</u>	<u>\$0.00</u>		<u>\$668.00</u>
Best Best & Kreiger LLP								
Best Best & Kreiger LLP	10/21/2014	10/17/2014	734921	Retainer for September 2014	\$8,000.00	\$0.00		\$8,000.00
Best Best & Kreiger LLP	10/21/2014	10/17/2014	734918	Transpac JPA for September 2014	\$1,230.56	\$0.00		\$1,230.56
				<i>Totals for Best Best & Kreiger LLP:</i>	<u>\$9,230.56</u>	<u>\$0.00</u>		<u>\$9,230.56</u>
BMI (Broadcast Music Inc)								
BMI (Broadcast Music Inc)	10/21/2014	10/15/2014	25610926	license fee - summer 2014 concerts	\$330.00	\$0.00		\$330.00
				<i>Totals for BMI (Broadcast Music Inc):</i>	<u>\$330.00</u>	<u>\$0.00</u>		<u>\$330.00</u>
CalPERS Health								
CalPERS Health	10/21/2014	10/17/2014	1566	Medical for November 2014	\$33,421.68	\$0.00		\$33,421.68
				<i>Totals for CalPERS Health:</i>	<u>\$33,421.68</u>	<u>\$0.00</u>		<u>\$33,421.68</u>
CalPERS Retirement								
CalPERS Retirement	10/21/2014	10/17/2014	PPE 10/12/14	Retirement PPE 10/12/14	\$20,831.45	\$0.00		\$20,831.45
CalPERS Retirement	10/21/2014	10/17/2014	D Series	Irrigation 8/5/14-10/3/14	\$27,623.24	\$0.00		\$27,623.24
				<i>Totals for CalPERS Retirement:</i>	<u>\$48,454.69</u>	<u>\$0.00</u>		<u>\$48,454.69</u>
Clean Street								
Clean Street	10/21/2014	10/15/2014	75859	monthly sweep fee - September 2014	\$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>
Comcast								
Comcast	10/21/2014	10/17/2014	October	High Speed Internet	\$398.95	\$0.00		\$398.95
				<i>Totals for Comcast:</i>	<u>\$398.95</u>	<u>\$0.00</u>		<u>\$398.95</u>
Concord Garden Equipment								
Concord Garden Equipment	10/21/2014	10/15/2014	486455	repair 8/13/14	\$49.09	\$0.00		\$49.09
Concord Garden Equipment	10/21/2014	10/15/2014	486456	repair 8/13/14	\$72.94	\$0.00		\$72.94
Concord Garden Equipment	10/21/2014	10/15/2014	487333	repair 8/26/14	\$1,422.28	\$0.00		\$1,422.28

City of Clayton Cash Requirements Report

<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>
Concord Garden Equipment	10/21/2014	10/15/2014	488664	saw - 9/16/14	\$272.49	\$0.00		\$272.49
Concord Garden Equipment	10/21/2014	10/15/2014	489702	repair 9/30/14	\$113.95	\$0.00		\$113.95
Concord Garden Equipment	10/21/2014	10/15/2014	489701	repair 9/30/14	\$157.88	\$0.00		\$157.88
<i>Totals for Concord Garden Equipment:</i>					<i>\$2,088.63</i>	<i>\$0.00</i>		<i>\$2,088.63</i>
Contra Costa County Public Works Dept								
Contra Costa County Public Works Dept	10/21/2014	10/15/2014	700038	traffic signal maintenance August 2014	\$2,258.01	\$0.00		\$2,258.01
<i>Totals for Contra Costa County Public Works Dept:</i>					<i>\$2,258.01</i>	<i>\$0.00</i>		<i>\$2,258.01</i>
Contra Costa County Tax Collector								
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009561	FY 2015 Property Taxes 118-370-077 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009570	FY 2015 Property Taxes 119-050-009 - CFD	\$257.56	\$0.00		\$257.56
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009570	FY 2015 Property Taxes 119-050-009 - CFD	\$229.26	\$0.00		\$229.26
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009571	FY 2015 Property Taxes 119-050-034 - CFD	\$515.12	\$0.00		\$515.12
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009571	FY 2015 Property Taxes 119-050-034 - CFD	\$229.26	\$0.00		\$229.26
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009565	FY 2015 Property Taxes 118-520-009 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009566	FY 2015 Property Taxes 118-540-066 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009567	FY 2015 Property Taxes 119-011-002 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009567	FY 2015 Property Taxes 119-011-002 - CFD	\$257.56	\$0.00		\$257.56
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009573	FY 2015 Property Taxes 119-015-007 - CFD	\$1,287.80	\$0.00		\$1,287.80
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009568	FY 2015 Property Taxes 119-016-008 - CFD	\$257.56	\$0.00		\$257.56
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009562	FY 2015 Property Taxes 118-370-115 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009563	FY 2015 Property Taxes 118-370-118 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009564	FY 2015 Property Taxes 118-490-026 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009572	FY 2015 Property Taxes 118-560-010-1 - CF	\$2,730.46	\$0.00		\$2,730.46
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009559	FY 2015 Property Taxes 118-370-070 - MDU	\$67.00	\$0.00		\$67.00
Contra Costa County Tax Collector	10/21/2014	10/15/2014	0009560	FY 2015 Property Taxes 118-370-076 - MDU	\$67.00	\$0.00		\$67.00
<i>Totals for Contra Costa County Tax Collector:</i>					<i>\$6,367.58</i>	<i>\$0.00</i>		<i>\$6,367.58</i>
Scott Dansie								
Scott Dansie	10/21/2014	10/15/2014	October ADPP	October ADPP	\$3,297.79	\$0.00		\$3,297.79
<i>Totals for Scott Dansie:</i>					<i>\$3,297.79</i>	<i>\$0.00</i>		<i>\$3,297.79</i>
De Lage Landen Financial Services, Inc.								
De Lage Landen Financial Services, Inc.	10/21/2014	10/15/2014	430090523	lease for November 2014	\$321.87	\$0.00		\$321.87
<i>Totals for De Lage Landen Financial Services, Inc.:</i>					<i>\$321.87</i>	<i>\$0.00</i>		<i>\$321.87</i>
Downtown Ford Sales								
Downtown Ford Sales	10/21/2014	10/15/2014	228562	Order No. CO38-1737 1FM5K8AR2FGA8831	\$28,355.36	\$0.00		\$28,355.36
<i>Totals for Downtown Ford Sales:</i>					<i>\$28,355.36</i>	<i>\$0.00</i>		<i>\$28,355.36</i>
Hammons Supply Company								
Hammons Supply Company	10/21/2014	10/15/2014	85600	supplies for Grove Park	\$338.08	\$0.00		\$338.08
<i>Totals for Hammons Supply Company:</i>					<i>\$338.08</i>	<i>\$0.00</i>		<i>\$338.08</i>
Mike or Stephanie Hernandez								
Mike or Step Hernandez	10/21/2014	10/15/2014	CAP0126	Deposit ref r 101 Oak Court	\$500.00	\$0.00		\$500.00

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
Mike or Stephanie Hernandez	10/21/2014	10/15/2014	CAP0126	deposit refund 101 Oak Ct - C & D	\$2,000.00	\$0.00		\$2,000.00
Totals for Mike or Stephanie Hernandez:					\$2,500.00	\$0.00		\$2,500.00
Paul Hodge								
Paul Hodge	10/21/2014	10/15/2014	CAP0131	Deposit refund 5836 Clayton Rd, C&D	\$2,000.00	\$0.00		\$2,000.00
Totals for Paul Hodge:					\$2,000.00	\$0.00		\$2,000.00
Andrew & Krista Hosler								
Andrew & Krista Hosler	10/21/2014	10/15/2014	cap0124	Deposit refund 1046 Tiffin Dr	\$1,928.42	\$0.00		\$1,928.42
Totals for Andrew & Krista Hosler:					\$1,928.42	\$0.00		\$1,928.42
HUB Inter of CA Ins Svc								
HUB Inter of CA Ins Svc	10/21/2014	10/15/2014	Septmeber	September Insurance	\$219.96	\$0.00		\$219.96
Totals for HUB Inter of CA Ins Svc:					\$219.96	\$0.00		\$219.96
Humphrey Consulting								
Humphrey Consulting	10/21/2014	10/15/2014	CL0414	Services for September 2014	\$1,102.96	\$0.00		\$1,102.96
Totals for Humphrey Consulting:					\$1,102.96	\$0.00		\$1,102.96
ICMA Retirement Corporation								
ICMA Retirement Corporation	10/21/2014	10/17/2014	14586	annual plan fee (qtrly 10/1/14-12/31/14)	\$125.00	\$0.00		\$125.00
Totals for ICMA Retirement Corporation:					\$125.00	\$0.00		\$125.00
Kellie Johnson								
Kellie Johnson	10/21/2014	10/15/2014	26744	deposit refund - Hoyer Hall 9/19/14	\$200.00	\$0.00		\$200.00
Totals for Kellie Johnson:					\$200.00	\$0.00		\$200.00
LarryLogic Productions								
LarryLogic Productions	10/21/2014	10/15/2014	1453	City Council Meeting 10/7/14	\$275.00	\$0.00		\$275.00
Totals for LarryLogic Productions:					\$275.00	\$0.00		\$275.00
Marken Mechanical Services Inc								
Marken Mechanical Services Inc	10/21/2014	10/15/2014	414-1148-9	City Hall Maintenance September 2014	\$332.50	\$0.00		\$332.50
Marken Mechanical Services Inc	10/21/2014	10/15/2014	414-1151-10	City Hall Maintenance October 2014	\$150.00	\$0.00		\$150.00
Marken Mechanical Services Inc	10/21/2014	10/15/2014	414-1152-10	Library Maintenance October 2014	\$150.00	\$0.00		\$150.00
Totals for Marken Mechanical Services Inc:					\$632.50	\$0.00		\$632.50
MPA								
MPA	10/21/2014	10/17/2014	B1403-3	Workers' Comp Premium 14/15 - Inst #3	\$22,515.50	\$0.00		\$22,515.50
Totals for MPA:					\$22,515.50	\$0.00		\$22,515.50
Wendy Murphy								
Wendy Murphy	10/21/2014	10/15/2014	HOP	Refund unused deposit for HOP	\$13.70	\$0.00		\$13.70
Totals for Wendy Murphy:					\$13.70	\$0.00		\$13.70
Neopost Northwest								
Neopost Northwest	10/21/2014	10/17/2014	N4938477	Lease 11/7/14-12/6/14	\$158.20	\$0.00		\$158.20

City of Clayton Cash Requirements Report

<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>
<i>Totals for Neopost Northwest:</i>					\$158.20	\$0.00		\$158.20
PERMCO, Inc.								
PERMCO, Inc.	10/21/2014	10/17/2014	10265	General City Engineering Services 9/26/14-10	\$3,571.00	\$0.00		\$3,571.00
PERMCO, Inc.	10/21/2014	10/17/2014	10266	Stormwater inspection	\$114.38	\$0.00		\$114.38
PERMCO, Inc.	10/21/2014	10/17/2014	10267	CAP Inspections 9/26/14-10/10/14	\$83.00	\$0.00		\$83.00
PERMCO, Inc.	10/21/2014	10/17/2014	10268	SSMP - prepare staff report, resolution, city c	\$671.00	\$0.00		\$671.00
PERMCO, Inc.	10/21/2014	10/17/2014	10269	Collector Street Rehab - prepare prelim plans	\$1,465.00	\$0.00		\$1,465.00
<i>Totals for PERMCO, Inc.:</i>					\$5,904.38	\$0.00		\$5,904.38
PG&E								
PG&E	10/21/2014	10/15/2014	2113151100-4	statement date 9/23/14	\$12.19	\$0.00		\$12.19
<i>Totals for PG&E:</i>					\$12.19	\$0.00		\$12.19
Rock & Waterfall Co								
Rock & Waterfall Co	10/21/2014	10/15/2014	119-23	waterfall maintenance	\$650.00	\$0.00		\$650.00
<i>Totals for Rock & Waterfall Co:</i>					\$650.00	\$0.00		\$650.00
Roto-Rooter Sewer/Drain Service								
Roto-Rooter Sewer/Drain Service	10/21/2014	10/15/2014	J-64-14	repair men's restroom toilet seal	\$308.13	\$0.00		\$308.13
<i>Totals for Roto-Rooter Sewer/Drain Service:</i>					\$308.13	\$0.00		\$308.13
Sprint Comm (PW & ADM)								
Sprint Comm (PW & ADM)	10/21/2014	10/15/2014	531409315-149	phone 8/26/14-9/25/14	\$273.08	\$0.00		\$273.08
<i>Totals for Sprint Comm (PW & ADM):</i>					\$273.08	\$0.00		\$273.08
Staples Advantage								
Staples Advantage	10/21/2014	10/17/2014	8031629012	Supplies for September 2014	\$637.01	\$0.00		\$637.01
<i>Totals for Staples Advantage:</i>					\$637.01	\$0.00		\$637.01
Steve Cox Excavating								
Steve Cox Excavating	10/21/2014	10/15/2014	28	Clean out silt pond & creek maintenance	\$3,345.00	\$0.00		\$3,345.00
<i>Totals for Steve Cox Excavating:</i>					\$3,345.00	\$0.00		\$3,345.00
Western Exterminator								
Western Exterminator	10/21/2014	10/15/2014	2620003	September 2014	\$370.00	\$0.00		\$370.00
<i>Totals for Western Exterminator:</i>					\$370.00	\$0.00		\$370.00
GRAND TOTALS:					\$185,100.50	\$0.00		\$185,100.50

WEEK 40 BATCH 6348 39 PAYS

0 Employees With Overflow Statement

0 Overflow Statement 1 Total Statement

Tot Cks/Vchrs:00000000039 Tot Docs in all:00000000042

First No. Last No. Total

Checks: ADPCHECK ADPCHECK 00000000009

Vouchers: 00000400001 00000400030 00000000030

Earnings Statement

PPE 9/28/14, PAY 10/1/14

Z7L TOTAL DOCUMENT
CITY OF CLAYTON
LOCATION 0001

CHECK STUFFING, RECONCILIATION

COPY

79694.12 GROSS
 ✓ 58682.24 NET PAY (INCLUDING ALL DEPOSITS)
 9592.30 FEDERAL TAX
 312.30 SOCIAL SECURITY
 1109.57 MEDICARE
 .00 MEDICARE SURTAX
 .00 SUI TAX
 3060.06 STATE TAX
 .00 LOCAL TAX
 61878.57 DEDUCTIONS
 3741.32 NET CHECK

COMPANY CODE Z7L
 CITY OF CLAYTON
 TOTAL DOCUMENT
 LOCATION 0001

COPY

COPY

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

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

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



Approved:

Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Janet Brown, City Clerk
DATE: October 21, 2014
SUBJECT: APPROVAL OF 2015 "CONCERT IN THE GROVE" SATURDAY SERIES

RECOMMENDATION

By minute motion, approve the proposed Saturday Concerts in The Grove 2015 dates.

BACKGROUND

In 2008, "Concerts in The Grove" Saturday series began in The Grove Park located downtown Clayton. The Clayton community enjoys the concerts and provides donations funding the following year concert series. Promoters have started booking dates for 2015 and the City of Clayton wishes to continue securing excellent bands to this community-wide supported event.

2015 CONCERT SCHEDULE

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

May- 9, 23

June- 6, 20

July- 4, 18

August- 1, 15, 29

September- 12

FISCAL IMPACT

None.

RECOMMENDATION

Approve the recommended concert dates.

- Attachments:
1. Councilmember Geller's email
 2. 2015 May, June, July, August and September monthly Calendars

Gary Napper

From: Howard Geller <hgeller617@aol.com>
Sent: Thursday, October 09, 2014 11:54 AM
To: gnapper@ci.clayton.ca.us
Subject: 2015 Concert dates

Gary,

Can you please put on our next Cirty Council Agenda discussion nd approval for the 2015 Saturday night Concerts for the following dates:

May 9, 23
June 6, 20
July 4, 18
August 1, 15, 29
September 12

The Art and Wine should be on May 2nd and 3rd with Mother's day on May 10.

Seems the Promoters are booking bands for 2015 much earlier this year.

Thank you.

Howard Geller

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

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

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

~ August 2015 ~

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

~ September 2015 ~

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



Agenda Date: 10-21-2014

Agenda Item: 3d

STAFF REPORT

Approved:

Gary A. Napper
City Manager

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: KEVIN MIZUNO, FINANCE MANAGER AND CPA
DATE: October 21, 2014

SUBJECT: INVESTMENT PORTFOLIO REPORT – FIRST QUARTER FY 2014-15

RECOMMENDATION:

Accept the City Investment Portfolio Report for the First Quarter of Fiscal Year 2014-15 ending September 30, 2014.

BACKGROUND

With adoption of the revised Investment Policy on August 3, 2010, the Finance Manager is required to submit a quarterly investment report to the City Council. The First Quarter 2014-15 Fiscal Year report is provided herein.

FISCAL IMPACT

With the first quarter of the fiscal year completed, annual interest earnings for the General Fund is at \$9,550, or 25.4% of estimated General Fund interest revenues per the 2014-15 adopted budget of \$37,600. City-wide investment earnings solely attributable to pooled investments (i.e. not related to cash with fiscal agents such as bond proceeds) through the first quarter of fiscal year 2014-15 totaled \$35,228. Approximately 43.8% of the current City Investment Pool (the Pool) is invested in Local Agency Investment Funds (LAIF), which is an increase of 9.5% since the last quarter ended June 30, 2014. The LAIF quarterly apportionment rate for this quarter was approximately 0.24%, which is a slight increase (0.02%) from a rate of 0.22% in the preceding quarter. In comparison, one year ago on September 30, 2013, the LAIF apportionment rate was approximately 0.26%. Even more astounding is that six years ago on September 30, 2008 the LAIF apportionment rate was 2.77%.

Certificates of Deposit comprised approximately 51.8% of the City investment portfolio as of the quarter ended September 30, 2014. Approximately 4.4% of the pool is made up of cash deposits and low (0.01%) interest bearing money market funds.

The market value of the total investment portfolio as of September 30, 2014 was approximately \$15,485,724, which is \$34,356 (or 0.222%) greater than total carrying value as of September 30, 2014, exhibiting the strength of City investments in a recovering economy.

Relatively low interest earnings are largely attributable to older high yielding investments continuing to mature and the City placing those matured proceeds into our LAIF account or liquid money market funds for easy access. Easy access to invested funds is pertinent given upcoming RDA dissolution expected payments to Contra Costa County arising from the conclusion of our Due Diligence Review (DDR) agreed-upon-procedures pursuant to AB 1484. The majority of funding necessary to make anticipated DDR demands, although part of the investment pool, is restricted and reported separately within a private purpose trust fund (fiduciary fund) in the City's financial statements. With the Redevelopment Successor Agency Oversight Board's approval of the DDR reports on October 9, 2014, the amount required to be remitted to the County per the reports is \$4,679,129. However, this figure may change resulting from the State Department of Finance's review of the findings within the report.

The payment required to be made to the County makes up a massive 30.28% of the carrying value of the City's cash and investment pool as of September 30, 2014. Given this foreboding scenario, management has been diligent to diversify the City Investment Portfolio with assets immediately available in LAIF, money market funds and cash accounts. Currently, sufficient liquid funds are available to make a "worst case scenario" payment to the State. However, management is still working to replenish LAIF with future maturities of investments in order to satisfy normal ongoing obligations until the first installment of property taxes is remitted to the City in late December 2014. The absence of former RDA reserves for future projects is resulting in the transformation of the City's investment portfolio from one that was previously heavily invested in time deposits to one that requires more readily available assets.

CONCLUSION

For the quarter ended September 30, 2014, the City of Clayton Investment Portfolio is being managed in accordance with the City's investment policy adopted on August 3, 2010. The City's cash management program provides sufficient liquidity to meet the next six month's expenditures. As such, staff respectfully requests the City Council's acceptance of this staff report and the attached Investment Holdings Summary.

Respectively submitted,



Kevin Mizuno, CPA
Finance Manager

Attachments: City of Clayton Investment Holdings Summary – First Quarter of Fiscal Year 2014-15 (July 1, 2014 – September 30, 2014)

City of Clayton
Investment Holdings Summary
Quarter Ending
September 30, 2014

Investment Account	Investment Type	Institution	CUSIP	Carrying Value	Rate	Current Yield	Settlement Date	Maturity Date	Market Value
Local Agency Investment Fund (LAIF)	Local Agency Pool	LAIF		6,760,295.87	0.24%	n/a	n/a	n/a	6,761,521.40
Financial Northeastern Companies	Cash	Financial Northeastern Companies		550.76	n/a	n/a	n/a	n/a	550.76
	Certificate of Deposit	GE Capital Financial, Inc. (Holladay, UT)	5L29254	99,000.00	1.50%	1.49%	10/21/10	10/21/14	99,050.00
	Certificate of Deposit	Onewest Bank FSB, Covina, CA	5L20340	100,000.00	1.35%	1.34%	5/9/11	11/10/14	100,122.00
	Certificate of Deposit	Fifth Third Bank, Cincinnati, OH	5L27877	99,000.00	3.30%	3.27%	12/28/09	12/28/14	99,666.00
	Certificate of Deposit	Discover Bank Greenwood, DE	5L20025	97,000.00	1.65%	1.64%	1/5/11	1/5/15	97,379.00
	Certificate of Deposit	Onewest Bank, FSB, Covina, CA	5L20862	49,000.00	1.00%	0.99%	9/21/12	9/21/16	49,457.00
	Total Financial Northeastern Companies			444,550.76					
UBS Financial Services Inc.	Cash	BS Bank Sa Deposit Account		-	n/a	n/a	n/a	n/a	-
	Money Market Fund	RMA Government Portfolio		107,421.26	0.01%	0.01%	n/a	n/a	107,421.26
	Certificate of Deposit	Bank Hapoalim, Manhattan, NY, NY	06251AXA3	197,000.00	1.25%	1.25%	n/a	n/a	197,098.50
	Certificate of Deposit	State Bk India Chicago, IL	856283MJ2	99,000.00	3.00%	2.98%	10/21/11	10/21/14	99,580.14
	Certificate of Deposit	Jackson County Bank (Seymour, IN)	466718AF0	100,000.00	1.55%	1.54%	2/26/10	12/26/14	100,412.00
	Certificate of Deposit	Horry County State Bank (S. Carolina)	440677CH3	99,000.00	2.50%	2.48%	1/12/11	1/12/15	99,713.79
	Certificate of Deposit	Merrick Bk South Jordan Utah	59012YR41	98,000.00	0.65%	0.65%	5/28/10	1/28/15	98,393.96
	Certificate of Deposit	Citizen Deposit Bank, Arlington, Kentucky	17453FAW2	99,000.00	1.60%	1.58%	4/27/12	4/27/15	100,044.45
	Certificate of Deposit	Pyramax Bank FSB (Greenfield, WI)	747133BK1	99,000.00	1.40%	1.38%	6/20/11	6/22/15	100,214.73
	Certificate of Deposit	Bank of the West, SF, CA	065680EE6	100,000.00	1.45%	1.43%	8/17/11	8/17/15	101,245.00
	Certificate of Deposit	BMW Bank of NA, SLC, UT	05568PZQ3	50,000.00	2.00%	1.97%	9/14/11	9/14/15	50,858.50
	Certificate of Deposit	GE Money Bank (SLC, UT)	36158SVP3	50,000.00	2.00%	1.97%	11/12/10	11/12/15	50,719.00
	Certificate of Deposit	Republic Bank (Bountiful, UT)	760310TA0	146,000.00	2.00%	1.96%	11/12/10	11/12/15	148,804.66
	Certificate of Deposit	Israel Discount Bank of New York	465076HC4	196,000.00	2.10%	2.06%	3/30/11	2/9/16	199,437.84
	Certificate of Deposit	Centar FSB (Trenton, NJ)	15131XEM5	99,000.00	2.30%	2.26%	2/9/11	2/9/16	100,772.10
	Certificate of Deposit	Rockland TR Co (MASS)	773709AM2	250,000.00	2.05%	2.01%	2/28/11	2/29/16	255,370.00
	Certificate of Deposit	Investors Savings Bank	46176PAK1	99,000.00	2.20%	2.15%	3/28/11	3/28/16	101,203.74
	Certificate of Deposit	GE Capital Financial, Inc. (SLC, UT) FDIC #33778	36160X7D3	100,000.00	1.05%	1.05%	5/5/11	5/5/16	100,153.00
	Certificate of Deposit	Goldman Sachs Bank (Salt Lake)	3814266E0	50,000.00	2.00%	1.96%	7/12/13	7/12/16	50,980.00
	Certificate of Deposit	Bank of the West, SF, CA	065680EU0	49,000.00	1.75%	1.71%	9/28/11	9/28/16	50,113.28
	Certificate of Deposit	Doral Bank, San Juan, PR	25811L5J4	150,000.00	1.05%	1.05%	9/28/11	12/6/16	150,271.50
	Certificate of Deposit	Firstbank PR Santurce	33764UQ57	198,000.00	1.00%	1.00%	12/20/13	12/20/16	198,316.80
	Certificate of Deposit	Marlin Business Bk, Salt Lake UT	57116AGM4	50,000.00	1.00%	1.00%	7/17/13	1/17/17	50,181.00
	Certificate of Deposit	National Rep Bk, Chicago Ill	63736QRZ6	198,000.00	1.25%	1.25%	2/9/12	2/9/17	198,164.34
	Certificate of Deposit	BMW Bank of NA, SLC, UT	05568PV95	198,000.00	1.75%	1.72%	4/13/12	4/13/17	201,128.40
	Certificate of Deposit	Wells Fargo Bk, NA Sioux Falls	94986TKB2	99,000.00	1.25%	1.25%	4/18/12	4/19/17	99,049.50
	Certificate of Deposit	Comenity CAP Bk, Utah	20033ABN5	245,000.00	1.20%	1.20%	7/5/13	7/5/17	244,304.20
	Certificate of Deposit	Midwest Bank of Western Illinois, Monmouth IL	59828PBT6	245,000.00	1.15%	1.15%	7/15/13	7/17/17	246,021.65
	Certificate of Deposit	First Bank of Highland Park, IL	319141CG0	247,000.00	1.10%	1.11%	8/21/14	8/28/17	244,837.55
	Certificate of Deposit	American Express Centurion, SLC, UT	02587DPT9	100,000.00	1.70%	1.72%	7/5/13	7/5/18	98,865.00
	Certificate of Deposit	Compass Bank, Birmingham, Ala	20451PAU0	150,000.00	1.55%	1.55%	7/10/13	7/10/18	150,217.50
	Certificate of Deposit	Goldman Sachs Bank (New York, NY)	38147UHW5	100,000.00	1.75%	1.75%	7/10/13	7/10/18	100,226.00
	Certificate of Deposit	JP Morgan Chase Bank, National (Columbus, OH)	48124UL97	248,000.00	1.50%	1.50%	7/10/13	7/10/18	248,034.72
	Certificate of Deposit	CIT Bank, Salt Lake City, UT	17284CHW7	146,000.00	1.80%	1.80%	7/10/13	7/17/18	146,116.80
	Certificate of Deposit	Bank of Baroda	0606245Q2	247,000.00	2.05%	2.04%	10/18/13	10/18/18	248,220.18
	Certificate of Deposit	Sallie Mae Bank, Murray, UT	79545QGS7	147,000.00	2.05%	2.04%	10/23/13	10/23/18	147,980.49
	Certificate of Deposit	Sallie Mae Bank, Murray, UT	79545ORT4	100,000.00	2.00%	1.99%	12/11/13	12/11/18	100,445.00
	Certificate of Deposit	BMO Harris Bank, IL	05573LVR2	250,000.00	1.25%	1.25%	1/21/14	1/30/19	250,502.50
	Certificate of Deposit	Discover Bank, DE	2.55E+15	100,000.00	2.00%	2.01%	7/9/14	7/9/19	99,289.00
	Certificate of Deposit	GE Capital Retail Bank (Synchrony Bank), UT	87164XBQ8	100,000.00	2.05%	2.06%	7/11/14	7/11/19	99,278.00
	Certificate of Deposit	The Park National Bank, OH	700654AT3	240,000.00	2.15%	2.17%	9/12/14	9/12/19	237,456.00
	Total UBS Financial Services Inc.			5,645,421.26					5,671,542.08

City of Clayton
Investment Holdings Summary
Quarter Ending
September 30, 2014

Investment Account	Investment Type	Institution	CUSIP	Carrying Value	Rate	Current Yield	Settlement Date	Maturity Date	Market Value	
Morgan Stanley	Money Market Fund	Morgan Stanley		181,350.25	0.01%	n/a	n/a	n/a	181,350.25	
	Certificate of Deposit	Synovus Bank, Columbus, GA	87164DDH0	100,000.00	1.00%	0.24%	7/10/13	1/12/15	100,014.00	
	Certificate of Deposit	Safra National Bank of NY	786580YA2	98,000.00	1.00%	0.00%	1/31/12	1/30/15	98,329.28	
	Certificate of Deposit	State Bk India Chicago, IL	856284YQ1	98,000.00	2.00%	0.99%	3/24/11	3/24/15	98,676.20	
	Certificate of Deposit	World Financial Network Bank, Wilmington, DE	982999BI4	100,000.00	1.15%	0.76%	5/31/12	5/29/15	100,260.00	
	Certificate of Deposit	GE Capital Retail Bank, Draper, UT	36159USX5	98,000.00	2.30%	2.26%	8/13/10	8/13/15	99,436.68	
	Certificate of Deposit	BMW Bank of NA, SLC, UT	05568P3A3	100,000.00	0.65%	0.64%	4/12/13	10/13/15	100,149.00	
	Certificate of Deposit	Ally Bank, Midvale Utah	02005QV34	100,000.00	0.65%	0.65%	4/10/13	4/11/16	99,816.00	
	Certificate of Deposit	Ally Bank, Midvale Utah	02005QX99	148,000.00	0.70%	0.70%	6/12/13	6/13/16	147,897.88	
	Certificate of Deposit	Aquesta Bank, Cornelius, NC	03841LAJ9	97,000.00	2.10%	2.05%	6/22/11	6/22/16	99,247.49	
	Certificate of Deposit	Medallion Bank, Salt Lake City, UT	58403BF27	200,000.00	1.00%	0.99%	8/19/13	8/19/16	200,542.00	
	Certificate of Deposit	Goldman Sachs Bank (Salt Lake)	3814264E2	99,000.00	1.85%	1.82%	8/24/11	8/24/16	100,631.52	
	Certificate of Deposit	CIT Salt Lake City, UT	17284CBL7	48,000.00	0.90%	0.90%	4/10/13	4/10/17	47,987.04	
	Certificate of Deposit	Citizens National, Putnam, CT	176252AQ7	100,000.00	1.20%	1.19%	7/18/13	7/13/17	100,400.00	
	Certificate of Deposit	Mercantile Bank of Grand Rapids, MI	58740XYT1	147,000.00	1.65%	1.63%	8/14/13	8/14/18	148,108.38	
	Certificate of Deposit	Barclays Bank, DE	06740KHK6	149,000.00	2.10%	2.11%	7/23/14	7/23/19	147,818.43	
	Certificate of Deposit	American Express Bank FSB, UT	02587CAJ9	247,000.00	2.00%	2.01%	7/24/14	7/24/19	245,021.53	
	Certificate of Deposit	Comerity Bank, DE	20099A7A9	100,000.00	2.10%	2.10%	8/27/14	8/27/19	100,000.00	
	Total Morgan Stanley				2,210,350.25					2,215,685.68
	Bank of America (book balance)	Cash (checking account)	Bank of America		390,749.94	n/a	n/a	n/a	n/a	390,749.94

Broker / Institution	Carrying Value	Percentage of Portfolio	Average Yield to Maturity	Weighted Average Maturity (yrs)	Market Value
Local Agency Investment Fund (LAIF)	6,760,296	43.8%	0.24%	0.64	6,761,521
Financial Northeastern Companies	444,551	2.9%	1.75%	0.37	446,225
UBS Financial Services Inc.	5,645,421	36.5%	1.67%	2.53	5,671,542
Morgan Stanley	2,210,350	14.3%	1.24%	2.20	2,215,686
Bank of America (book balance)	390,750	2.5%	0.00%	0.00	390,750
Total Investment Portfolio	15,451,368	100.0%			15,485,724
2014-15 Budgeted Interest - General Fund	\$	37,600			
2014-15 Actual Interest Revenue to date (7/1/14 - 9/30/14)		9,550			
Percent of General Fund Budget Realized		25.40%			
2014-15 Average Annual Yield*		1.223%			
2014-15 Total Pooled Investment Income To Date (7/1/14 - 9/30/14)	\$	35,228			

*This calculation excludes the City's non-interest bearing pooled checking account with Bank of America

I verify that this investment portfolio is in conformity with State laws and the City of Clayton's investment policy. The City's cash management program provides sufficient liquidity to meet the next six month's expenditures.


Kevin Mizuno, Finance Manager 10/14/14
Date

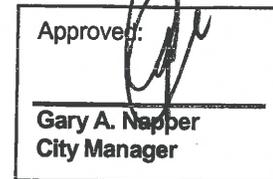

Marie Hufford, City Treasurer 10/16/14
Date



Agenda Date: 10-21-2014

Agenda Item: Ea

STAFF REPORT



TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RICK ANGRISANI, CITY ENGINEER

DATE: OCTOBER 21, 2014

SUBJECT: INTRODUCTION AND FIRST READING OF CITY-INITATED ORDINANCE NO. 457 AMENDING CHAPTER 10.28 REGARDING TRUCK ROUTES AND DECLARING CERTAIN STREETS AS TRUCK ROUTES.

RECOMMENDATION

Receive public comments, move to have City Clerk read Ordinance No. 457 by title and number only and waive further reading; by motion approve Ordinance No. 457 for introduction, set a public hearing on January 6, 2015 for adoption of the ordinance and direct the City Clerk to publish the attached notice of public hearing.

BACKGROUND

Staff was recently asked about the City's truck routes by a firm that tracks such things for the trucking industry. We reviewed the Municipal Code and found that Chapter 10.28, "Vehicle Weight Limits", had not been updated since 1974 (Ordinance 127). The only streets on which vehicles exceeding three tons in weight could travel were Clayton Road, Main Street and the old section of Marsh Creek Road (see attached exhibit). Surprisingly, Mitchell Canyon Road was not included in the ordinance.

We asked the City Attorney to prepare the attached ordinance to update the Municipal Code. The proposed Ordinance deletes Main Street and "old" Marsh Creek Road from truck route designation and adds (south) Mitchell Canyon Road servicing the quarry. Since the City received federal funds for work on Clayton Road, it is required by Section 35705 of the CA Vehicle Code to hold a noticed public hearing, at least 60 days after first publishing of the notice, before the ordinance may be adopted.

Attachment: Exhibit
Draft Ordinance No. 457
Notice of Public Hearing

ORDINANCE NO. 457

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAYTON
AMENDING CHAPTER 10.28 OF THE CLAYTON MUNICIPAL CODE REGARDING
TRUCK ROUTES AND DECLARING CERTAIN STREETS
AS TRUCK ROUTES**

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

THE CITY COUNCIL OF THE CITY OF CLAYTON DOES ORDAIN AS FOLLOWS:

Section 1. Amendment. Chapter 10.28 of the Clayton Municipal Code is hereby amended to read in full as set forth in the attached Exhibit A, incorporated by this reference.

Section 2. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other provisions or clauses of this Ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

Section 3. Conflicting Ordinances Repealed. Any ordinance or part thereof, or regulations in conflict with the provisions of this Ordinance, are hereby repealed. The provisions of this Ordinance shall control with regard to any provision of the Clayton Municipal Code that may be inconsistent with the provisions of this Ordinance.

Section 4. Effective Date and Publication. This Ordinance shall become effective thirty (30) days from and after its passage. Within fifteen (15) days after the passage of the Ordinance, the City Clerk shall cause it to be posted in three (3) public places heretofore designated by resolution of the City Council for the posting of ordinances and public notices. Further, the City Clerk is directed to cause Section 1 of this Ordinance to be entered into the City of Clayton Municipal Code.

The foregoing Ordinance was introduced at a regular public meeting of the City Council of the City of Clayton held on October 21, 2014.

Passed, adopted, and ordered posted by the City Council of the City of Clayton at a regular public meeting thereof held on January 6, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

THE CITY COUNCIL OF CLAYTON, CA

, Mayor

ATTEST

Janet Brown, City Clerk

APPROVED AS TO FORM

APPROVED BY ADMINISTRATION

Malathy Subramanian, City Attorney

Gary A. Napper, City Manager

I hereby certify that the foregoing Ordinance was duly introduced at a regular public meeting of the City Council of the City of Clayton held on October 21, 2014, and was duly adopted, passed, and ordered posted at a regular public meeting of the City Council held on January 6, 2015.

Janet Brown, City Clerk

EXHIBIT A

Chapter 10.28

RESTRICTED USE OF CERTAIN STREETS

Sections:

10.28.010 Truck routes generally.

10.28.020 Declared truck routes.

10.28.030 Commercial vehicles prohibited from using certain streets.

10.28.040 Restrictions on use of Mitchell Canyon Road.

10.28.010 Truck routes generally.

Whenever any ordinance of this city designates and describes any street or portion thereof as a street, the use of which is permitted by any registered commercial motor vehicle exceeding a gross vehicle weight (GVW) of 10,000 pounds (five tons), the Director of the responsible City Department or his/her designee is hereby authorized to designate such street or streets by appropriate signs as "truck routes" for the movement of registered commercial motor vehicles exceeding a GVW of five tons. Commercial motor vehicles registered by the California Department of Motor Vehicles (DMV) according to the Commercial Vehicle Registration Act (CVRA) are issued CVRA weight decals and year stickers that must be displayed on both the right and left sides of the vehicle for enforcement identification.

When any such truck route or routes are established and designated by appropriate signs, the operator of any registered commercial motor vehicle exceeding a GVW of five tons shall drive on such route or routes and none other, except when necessary to traverse another street or streets to a destination for the purpose of loading or unloading, but then only by such deviation from the nearest truck route as is reasonably necessary. This subsection shall not be construed to relieve an operator subject to this section from obtaining an encroachment permit pursuant to Chapter 12.04 if applicable.

The provisions of this section shall not apply to: (1) passenger buses under the jurisdiction of the Public Utilities Commission, (2) any vehicle owned by a public utility while necessarily in use in the construction, installation, or repair of any public utility, or (3) refuse collection vehicles which operate on city streets pursuant to provisions of Chapter 8.04.

Those streets and parts of streets established by ordinance of the Council are hereby declared to be truck routes for the movement of registered commercial motor vehicles exceeding a GVW of five tons.

10.28.020 Declared truck routes.

Pursuant to the applicable provisions of this chapter, the following streets are declared to be a truck route:

Clayton Road between westerly City limits and Marsh Creek Road at Diablo View Middle School;

Marsh Creek Road between Clayton Road at Diablo View Middle School and the easterly City limits;

Mitchell Canyon Road between Clayton Road and the southerly City limits; and

10.28.030 Commercial vehicles prohibited from using certain streets.

(a) Whenever any ordinance of this City designates and describes any street or portion thereof as a street, the use of which is prohibited by any registered commercial motor vehicle, the Director of the responsible City Department or his/her designee shall erect and maintain appropriate signs on those streets affected by such ordinance.

(b) Pursuant to Vehicle Code Section 35701(a), registered commercial motor vehicles exceeding a GVW of five tons are prohibited on all streets other than those designated as "truck routes" except at those times when it is necessary for said vehicles to travel on said streets for the sole purpose of reaching a destination for loading or unloading, provided that the route of travel on said street is the shortest deviation from the nearest truck route.

10.28.040 Restrictions on use of Mitchell Canyon Road.

Registered commercial motor vehicles exceeding a GVW of five tons are prohibited from using Mitchell Canyon Road between Clayton Road and the southerly City limits between the hours of 10:00 p.m. and 7:00 a.m. daily.

City of Clayton, California

**NOTICE OF A PUBLIC HEARING REGARDING A PROPOSED ORDINANCE
DECLARING CERTAIN STREETS AS TRUCK ROUTES**

PLEASE TAKE NOTICE that a public hearing will be held by the Clayton City Council at 7:00 p.m. on January 6, 2015, or as soon thereafter as the matter may be heard, at Clayton City Hall, 6000 Heritage Trail, Clayton, California to consider the following action:

**PROPOSED ADOPTION BY THE CITY COUNCIL OF AN ORDINANCE
AMENDING CHAPTER 10.28 REGARDING TRUCK ROUTES AND
DECLARING CERTAIN STREETS AS TRUCK ROUTES.**

The proposed Ordinance deletes Main Street and "old" Marsh Creek Road from truck route designation, retains Clayton Road and (east) Marsh Creek Road, and adds (south) Mitchell Canyon Road servicing the existing quarry. One copy of the proposed ordinance will be available for public inspection in the Office of the City Clerk at 6000 Heritage Trail, Clayton, California, for not less than sixty days prior to the hearing date.

Dated: October 27, 2014

Janet Brown
City Clerk

ORDINANCE NO. 457

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLAYTON
AMENDING CHAPTER 10.28 OF THE CLAYTON MUNICIPAL CODE REGARDING
TRUCK ROUTES AND DECLARING CERTAIN STREETS
AS TRUCK ROUTES

THE CITY COUNCIL
City of Clayton, California
Chapter 10.28

VEHICLE WEIGHT LIMITS[†]

THE CITY COUNCIL OF THE CITY OF CLAYTON DOES ORDAIN AS FOLLOWS:

Section 1. Amendment. Chapter 10.28 of the Clayton Municipal Code is hereby amended to read in full as set forth in the attached Exhibit A, incorporated by this reference.

Section 2. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other provisions or clauses of this Ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

Section 3. Conflicting Ordinances Repealed. Any ordinance or part thereof, or regulations in conflict with the provisions of this Ordinance, are hereby repealed. The provisions of this Ordinance shall control with regard to any provision of the Clayton Municipal Code that may be inconsistent with the provisions of this Ordinance.

Section 4. Effective Date and Publication. This Ordinance shall become effective thirty (30) days from and after its passage. Within fifteen (15) days after the passage of the Ordinance, the City Clerk shall cause it to be posted in three (3) public places heretofore designated by resolution of the City Council for the posting of ordinances and public notices. Further, the City Clerk is directed to cause Section 1 of this Ordinance to be entered into the City of Clayton Municipal Code.

The foregoing Ordinance was introduced at a regular public meeting of the City Council of the City of Clayton held on October 21, 2014.

Passed, adopted, and ordered posted by the City Council of the City of Clayton at a regular public meeting thereof held on January 6, 2015, by the following vote:

SectionsAYES:

- ~~10.28.010 Exceeding prohibited Certain streets excepted.~~
- ~~10.28.020 Exceptions.~~

NOES:

- ~~10.28.030 Pickups and deliveries permitted when.~~

ABSENT:

ABSTAIN:

~~10.28.040 Exclusion of vehicles originating in~~ THE
~~CITY OF CLAYTON, CA~~

~~10.28.050 Posting signs.~~

Hank Stratford, Mayor

ATTEST

~~10.28.060 Permit to exceed weight Applications.~~

Janet Brown, City Clerk

~~10.28.070 Permit Application FORM.~~ APPROVED AS TO APPROVED BY
ADMINISTRATION

Malathy Subramanian, City Attorney

Gary A. Napper, City Manager

I hereby certify that the foregoing Ordinance was duly introduced at a regular public meeting of the City Council of the City of Clayton held on October 21, 2014, and was duly adopted, passed, and ordered posted at a regular public meeting of the City Council held on January 6, 2015.

~~10.28.080 Permit to exceed weight Application Report and recommendation of city staff.~~

~~10.28.090 Permit to exceed weight Hearing Notice.~~

~~10.28.100 Permit to exceed weight granting or denial Restrictions.~~

~~10.28.110 Permit to exceed weight Fee~~

~~10.28.120 Violation Penalty.~~

~~10.28.010 Exceeding prohibited Certain streets excepted. No person shall drive or park a vehicle exceeding a gross maximum weight of three tons or permit a vehicle exceeding a maximum gross weight of three tons to be driven or parked on any street within the city, except the following streets:~~

~~A. Clayton Road;~~

~~B. Main Street;~~

~~C. Marsh Creek Road.~~

~~10.28.020 Exceptions. Section 10.28.010 does not apply either to a~~

vehicle which is subject to Sections 1031—1036 of the Public Utilities Code, nor to a school bus.

~~10.28.030~~ ~~Pickups and deliveries permitted when.~~ A commercial vehicle coming from an unrestricted street having ingress and egress by direct route to and from a restricted street may enter and leave by direct route to and from a restricted street when necessary for the purpose of making a pickup or delivery of goods, wares, and merchandise from or to a building or structure located on a restricted street or for the purpose of delivering materials to be used in the repair, alteration, remodeling or construction of a building or structure upon the restricted street.

~~10.28.040~~ ~~Exclusion of vehicles originating in~~ Janet
Brown, City, The prohibition Clerk
of the use of streets set forth in Section 10.28.010 does not apply to a vehicle described in Section 10.28.010 which has its point of origin on a restricted street in the city.

~~10.28.050~~ ~~Posting signs.~~ Under the authority of the Vehicle Code Section 35701(b) the city council determines that the posting of signs at the entrances to the city indicating the streets affected by Sections 10.28.010 through 10.28.040 will best

† For statutory provisions authorizing cities to impose vehicle weight limitations, see Vehicle Code Sec. 35700 et seq.

~~serve to give notice of these provisions. Sections 10.28.010 through 10.28.040 are effective when signs are erected.~~

~~10.28.060 Permit to exceed weight Applications. A person who desires to operate or move a vehicle of a size or weight or load which exceeds the maximum specified in Section 10.28.010 shall apply in writing to the city council for a permit to do so.~~

~~10.28.070 Permit to exceed weight Application form. The city shall furnish the form of permit application.~~

~~10.28.080 Permit to exceed weight Application Report and recommendation of the city staff. When the city council receives the application, it shall refer it to the city staff for a report and recommendation. The staff shall make its report and recommendation to the city council as early as practicable and in no event later than thirty days from the date the application is filed, unless the applicant consents to an extension of time.~~

~~10.28.090 Permit to exceed weight Hearing Notice. At its next regular meeting following completion of the staff report and recommendation, the city council shall consider the application. If the city council finds that the issuance of a permit may have a substantial impact upon the area of the city through which a vehicle exceeding the maximum limits will move if the permit is granted, the city council shall hold a public hearing before acting upon the application. The city clerk shall mail written notice of the public hearing to the applicant at least ten days before the hearing date and give such other notice within the area for which the permit is requested as the city council directs.~~

~~10.28.100 Permit to exceed weight Granting or denial Restrictions. Upon receiving the city staff report and recommendation or at the conclusion of the public hearing, the case may be, the city council shall adopt a resolution making findings based upon the evidence presented and either granting or denying the permit. The city council may restrict the permit or make it subject to conditions as provided in ~~Vehicle Code Section 35782.~~~~

~~10.28.110 Permit to exceed weight Fee. The city council may charge a fee for processing the application for a permit under Sections 10.28.060 through 10.28.100. The city council shall fix the fee by resolution. The city council shall fix the amount of the fee to produce sufficient revenue to defray the total cost to the city of administering the permit application.~~

~~10.28.120 Prohibited acts. It is unlawful to:
A. Drive or park a vehicle exceeding a gross maximum weight of three tons in violation of this chapter;
B. Operate or move a vehicle in violation of the terms of a permit issued under this chapter.~~

~~10.28.130 Violation Penalty. A person who violates a provision of this chapter or a term of condition of a permit issued under this chapter shall be punished by a fine of not more than five hundred dollars, imprisonment for not more than six months, or both.~~

EXHIBIT A

Chapter 10.28

RESTRICTED USE OF CERTAIN STREETS

Sections:

10.28.010 Truck routes generally.

10.28.020 Declared truck routes.

10.28.030 Commercial vehicles prohibited from using certain streets.

10.28.040 Restrictions on use of ~~Pine Hollow Road and Mitchell Canyon Road.~~

10.28.010 Truck routes generally.

Whenever any ordinance of this city designates and describes any street or portion thereof as a street, the use of which is permitted by any registered commercial motor vehicle exceeding a gross vehicle weight (GVW) of 10,000 pounds (five tons), the Director of the responsible City Department or his/her designee is hereby authorized to designate such street or streets by appropriate signs as "truck routes" for the movement of registered commercial motor vehicles exceeding a GVW of five tons. Commercial motor vehicles registered by the California Department of Motor Vehicles (DMV) according to the Commercial Vehicle Registration Act (CVRA) are issued CVRA weight decals and year stickers that must be displayed on both the right and left sides of the vehicle for enforcement identification.

When any such truck route or routes are established and designated by appropriate signs, the operator of any registered commercial motor vehicle exceeding a GVW of five tons shall drive on such route or routes and none other, except when necessary to traverse another street or streets to a destination for the purpose of loading or unloading, but then only by such deviation from the nearest truck route as is reasonably necessary. This subsection shall not be construed to relieve an operator subject to this section from obtaining an encroachment permit pursuant to Chapter 12.04 if applicable.

The provisions of this section shall not apply to: (1) passenger buses under the jurisdiction of the Public Utilities Commission, (2) any vehicle owned by a public utility while necessarily in use in the construction, installation, or repair of any public utility, or (3) refuse collection vehicles which operate on city streets pursuant to provisions of Chapter 8.04.

Those streets and parts of streets established by ordinance of the Council are hereby declared to be truck routes for the movement of registered commercial motor vehicles exceeding a GVW of five tons.

10.28.020 Declared truck routes.

Pursuant to the applicable provisions of this chapter, the following streets are declared to be a truck route:

Clayton Road between westerly City limits and ~~Marsh Creek Road~~ at Diablo View Middle School;

Marsh Creek Road between Clayton Road at Diablo View Middle School and the easterly City limits;

Mitchell Canyon Road between Clayton Road and the southerly City limits; and

~~Pine Hollow Road between Mitchell Canyon Road and the westerly City limits.~~

10.28.030 Commercial vehicles prohibited from using certain streets.

(a) Whenever any ordinance of this City designates and describes any street or portion thereof as a street, the use of which is prohibited by any registered commercial motor vehicle, the Director of the responsible City Department or his/her designee shall erect and maintain appropriate signs on those streets affected by such ordinance.

(b) Pursuant to Vehicle Code Section 35701(a), registered commercial motor vehicles exceeding a GVW of five tons are prohibited on all streets other than those designated as "truck routes" except at those times when it is necessary for said vehicles to travel on said streets for the sole purpose of reaching a destination for loading or unloading, provided that the route of travel on said street is the shortest deviation from the nearest truck route.

10.28.040 Restrictions on use of Pine Hollow Road and Mitchell Canyon Road.

Registered commercial motor vehicles exceeding a GVW of five tons are prohibited from using ~~Pine Hollow Road between Mitchell Canyon Road and the westerly City limits and Mitchell Canyon Road between Clayton Road and the southerly City limits~~ between the hours of 10:00 p.m. and 7:00 a.m. daily.

Summary report:	
Litéra® Change-Pro 7.5.0.127 Document comparison done on 10/15/2014 4:05:39 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: iw://iManage/iManage/9361640/1	
Modified DMS: iw://iManage/iManage/9352065/2	
Changes:	
<u>Add</u>	59
Delete	62
Move From	3
Move To	3
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	127