



AGENDA

REGULAR MEETING

* * *

CLAYTON CITY COUNCIL

* * *

TUESDAY, December 15, 2015

7:00 P.M.

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

Mayor: Howard Geller
Vice Mayor: Jim Diaz

Council Members

Keith Haydon
Julie K. Pierce
David T. Shuey

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

*** CITY COUNCIL ***

December 15, 2015

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

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

3. **CONSENT CALENDAR**

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

(a) Approve the minutes of the City Council's regular meeting of December 1, 2015.

[\(View Here\)](#)

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

(c) Confirm Mayoral reappointment of Peggie Howell to the Board of Trustees for the Contra Costa Mosquito and Vector Control District as Clayton's representative for the term of January 1, 2016 to January 1, 2018. [\(View Here\)](#)

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

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) Review and determination of City Council ad-hoc, committee, inter-governmental and regional board assignments for 2016. ([View Here](#))
(Mayor Geller)

Staff recommendation: Following report by Mayor Geller and opportunity for public comment, approve by motion the proposed City Council Member assignments for calendar year 2016.

- (b) Consider the recommendation for City Council cancellation of its regularly scheduled Council meeting of January 5, 2016. ([View Here](#))
(City Manager)

Staff recommendation: Following report and opportunity for public comment, that Council adopt a motion canceling its regular meeting on January 5, 2016.

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

10. **CLOSED SESSION** – None.

11. **ADJOURNMENT**

Should the City Council meeting of January 5, 2016 be canceled, the next regularly scheduled meeting of the City Council will be January 19, 2016.

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MINUTES
OF THE
REGULAR MEETING
CLAYTON CITY COUNCIL

Agenda Date: 12-15-2015

Agenda Item: 3a

TUESDAY, December 1, 2015

1. **CALL TO ORDER & ROLL CALL** – The meeting was called to order at 7:01 p.m. by Mayor Geller in Hoyer Hall, Clayton Community Library, 6125 Clayton Road, Clayton, CA. Councilmembers present: Mayor Geller, Vice Mayor Diaz and Councilmembers Haydon and Pierce. Councilmembers absent: Councilmember Shuey. Staff present: City Manager Gary Napper, City Attorney Mala Subramanian, Finance Manager Kevin Mizuno, and City Clerk/HR Manager Janet Brown.

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

3. **CONSENT CALENDAR**

It was moved by Councilmember Haydon, seconded by Councilmember Pierce, to approve the Consent Calendar as submitted. (Passed; 4-0 vote).

 - (a) Information Only – No Action.
 1. Notification by Republic Services (aka Allied Waste Services) that residential and commercial solid waste/recycling collection and disposal service rates in Clayton will increase by 2.34% effective January 1, 2016 (90% of the annual October-October Consumer Price Index change of 2.6%, per the City's Franchise Agreement).
 2. Notice of a Public Hearing on Wednesday, January 6, 2016 by the Contra Costa Water District Board (CCWD) for its consideration of a treated water rate revenue increase of up to 3.5%, to become effective February 1, 2016.
 - (b) Approved the minutes of the regular meeting of November 17, 2015.
 - (c) Approved Financial Demands and Obligations of the City.
 - (d) Adopted Resolution No. 42-2015 setting, adjusting and approving the City Manager's salary range and annual salary, awarding a one-time discretionary pay for performance, and authorizing the Mayor to execute a Third Amendment to the City Manager's Employment Agreement.
 - (e) Adopted Resolution No. 43-2015 deleting Capital Improvement Project (CIP) No. 10414 – East Marsh Creek Road Upgrade from the City's 5-Year CIP Budget, and adding CIP No. 10437 – the 2016 Arterial Street Rehabilitation Project.
 - (f) Adopted Resolution No. 44-2015 to amend and restate the City's ICMA-RC 401(a) governmental money purchase plan and trust document.

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

5. **REPORTS**

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

Vice Mayor Diaz attended meetings of the Clayton Library Foundation and the Clayton Business and Community Association general membership. Mr. Diaz also assisted the Clayton Business and Community Association with its annual downtown holiday decorations.

Councilmember Pierce attended meetings of the Metropolitan Transportation Commission, Contra Costa Transportation Authority, Association of Bay Area Governments, and the Bay Area Regional Collaborative. Councilmember Pierce also attended the Bike East Bay Geary Road Bike Lanes Ribbon Cutting Event, and she assisted with the planning of the Clayton Historical Society Sixth Annual Clayton Christmas Home Tour.

Councilmember Haydon attended the Clayton Business and Community Association general membership meeting and assisted with the annual downtown holiday decorating event. Councilmember Haydon also meet with Clayton resident Ted Sudderuth and Boy Scout Troop 262 to install much needed basketball hoop nets at Mt. Diablo Elementary School.

Mayor Geller attended the general membership meeting of and the annual downtown holiday decorating day with the Clayton Business and Community Association.

- (e) Other – None.

6. **PUBLIC COMMENT ON NON - AGENDA ITEMS**

Ron Musch with California Assemblywoman Susan Bonilla's office congratulated the City Council on its mayor and vice mayor reorganization and wished everyone the best in 2016.

Dominic Aliano with Supervisor Karen Mitchoff's office congratulated the City Council on its reorganization. He also announced a holiday party taking place on Wednesday, December 9 from 4:00 p.m. – 6:00 p.m. at Supervisor Mitchoff's office and that all are invited.

Dan Hummer, 282 Stranahan Circle, also congratulated the City Council on its reorganization. He then expressed his concerns of additional traffic and crime accompanying a proposed high density housing project across the street from the Stranahan neighborhood on Marsh Creek Road. Mr. Hummer further suggested an additional walkway be chained off for concert goers from the sound booth to the stage during Concerts in The Grove.

7. **PUBLIC HEARINGS** – None.

8. **ACTION ITEMS**

- (a) Consideration of the City's Annual Report concerning the City's levy, collection and disposition of development impact mitigation fees during FY 2014-2015, in compliance with *California Government Code* (AB 1600).

Finance Manager Kevin Mizuno presented the staff report noting which impact fee revenues subject to the state law (AB1600) requirements have not been utilized by the City to fund capital expenditures within the five year timeframe: Childcare Facilities, Parkland Dedication, Offsite Arterial Improvement, Fire Protection and Community Facilities fees. Although AB1600 requires that fees collected from developers be expended within five years, there are exceptions provided in recognition that some projects require an extended planning period and revenue before mitigation measures can be constructed or implemented. By this report, the City has outlined and documented there remains a nexus between current needs for these impact fees and the purposes for which they were originally levied and are still needed in the future to be collected.

Mayor Geller asked if there are any public comments to be offered on this item; no comments were given.

**It was moved by Councilmember Pierce, and seconded by Councilmember Haydon, to adopt Resolution No. 45-2015 with findings there remains a reasonable relationship between current needs for the City's development impact fees and the purposes for which they were originally charged (Government Code Section 66000 et. seq.) related to the City's Annual Report on Developer Fees for FY 2014-15.
Motion passed (4-0 vote).**

9. **COUNCIL ITEMS** – None.

10. **RECESS THE CITY COUNCIL MEETING**

Mayor Geller recessed the City Council meeting [at 7:16 p.m.] until after the conclusion of the Oakhurst Hazard Abatement District meeting.

11. **RECONVENE THE CITY COUNCIL MEETING**

Mayor Geller reconvened the City Council meeting [at 7:19 p.m.].

12. **CLOSED SESSIONS**

Mayor Geller announced the City Council will adjourn into Closed Session to handle the matters disclosed and declared below [at 7:19 p.m.]:

- (a) *Government Code section 54956.8*, Conference with Real Property Negotiators.
Real Properties: 6005 Main Street (APNs 119-011-002-1; 118-560-010-1; 118-370-041-6)

Instructions to City Negotiators: Council Members Pierce and Shuey, and Ed Del Becarro, Managing Director, Transwestern, concerning price and terms of payment.

Negotiating Party: Pacific Union Land Company (Joshua Reed)

7:55 p.m. Report out from Closed Session

Mayor Geller announced the City Council discussed the matter above, took no reportable action, and gave instructions to its real property negotiators.

- 13. **ADJOURNMENT**– on call by Mayor Geller, the City Council adjourned its meeting at 7:56 p.m.

The next regularly scheduled meeting of the City Council will be December 15, 2015.

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Respectfully submitted,

Janet Brown, City Clerk

APPROVED BY CLAYTON CITY COUNCIL

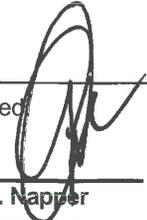
Howard Geller, Mayor

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Agenda Date 12/15/2015

Agenda Item: 3b

Approved 
Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: Kevin Mizuno, FINANCE MANAGER
DATE: 12/15/2015
SUBJECT: FINANCIAL OBLIGATIONS

RECOMMENDATION:

Approve the following Invoices for payment:

12/11/2015 Obligations	\$	1,364,098.36
12/8/2015 Payroll PPE 12/6/15, Week 50	\$	85,908.46
Total	\$	<u>1,450,006.82</u>

Attachments:

Cash Requirements Report dated 12/11/2015 (5 pages)
ADP Report Week 50, PPE 12/6/15 (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
All City Management Services, Inc.								
All City Management Services, Inc.	12/15/2015	12/15/2015	41027	school crossing guard services 10/25/15-11/7/15	\$509.10	\$0.00		\$509.10
All City Management Services, Inc.	12/15/2015	12/15/2015	41238	school crossing guard services 11/8/15-11/21/15	\$458.19	\$0.00		\$458.19
<i>Totals for All City Management Services, Inc.:</i>					<u>\$967.29</u>	<u>\$0.00</u>		<u>\$967.29</u>
Bay Area News Group East Bay (CCT)								
Bay Area News Group East Bay (CCT)	12/15/2015	12/15/2015	927596	Creekside Terrace Dev. Plan	\$239.08	\$0.00		\$239.08
<i>Totals for Bay Area News Group East Bay (CCT):</i>					<u>\$239.08</u>	<u>\$0.00</u>		<u>\$239.08</u>
Lindsay Bradburn								
Lindsay Bradburn	12/15/2015	12/15/2015	02608C	Deposit refund for Hoyer Hall 11/21/15	\$300.00	\$0.00		\$300.00
<i>Totals for Lindsay Bradburn:</i>					<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
CalPERS Retirement								
CalPERS Retirement	12/15/2015	12/15/2015	11/22/15	Retirement PPE 11/22/15	\$13,282.06	\$0.00		\$13,282.06
<i>Totals for CalPERS Retirement:</i>					<u>\$13,282.06</u>	<u>\$0.00</u>		<u>\$13,282.06</u>
CCWD								
CCWD	12/15/2015	12/15/2015	F Series	Irrigation 10/6/15-12/3/15	\$10,200.80	\$0.00		\$10,200.80
<i>Totals for CCWD:</i>					<u>\$10,200.80</u>	<u>\$0.00</u>		<u>\$10,200.80</u>
Cintas Fire Protection								
Cintas Fire Protection	12/15/2015	12/15/2015	OF44625330	Extinguisher Service, visit 3446462	\$741.65	\$0.00		\$741.65
Cintas Fire Protection	12/15/2015	12/15/2015	OF44625331	EH Extinguisher Service visit 3415946	\$349.58	\$0.00		\$349.58
Cintas Fire Protection	12/15/2015	12/15/2015	OF44625329	Inspections, visit 3371360	\$528.40	\$0.00		\$528.40
<i>Totals for Cintas Fire Protection:</i>					<u>\$1,619.63</u>	<u>\$0.00</u>		<u>\$1,619.63</u>
City of Concord								
City of Concord	12/15/2015	12/15/2015	48508	Vehicle maintenance for October 2015	\$516.19	\$0.00		\$516.19
<i>Totals for City of Concord:</i>					<u>\$516.19</u>	<u>\$0.00</u>		<u>\$516.19</u>
City of Walnut Creek								
City of Walnut Creek	12/15/2015	12/15/2015	PMA 2016	Pre-paid lunches for 2016	\$175.00	\$0.00		\$175.00
<i>Totals for City of Walnut Creek:</i>					<u>\$175.00</u>	<u>\$0.00</u>		<u>\$175.00</u>
Clean Street								
Clean Street	12/15/2015	12/15/2015	80562	monthly sweep fee for November 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>
Comcast								
Comcast	12/15/2015	12/15/2015	10/5/15	high speed internet 10/10/15-11/9/15	\$184.60	\$0.00		\$184.60
Comcast	12/15/2015	12/15/2015	11/5/15	high speed internet 11/10/15-12/9/15	\$233.95	\$0.00		\$233.95
Comcast	12/15/2015	12/15/2015	12/5/15	high speed internet 12/10/15-1/9/16	\$233.95	\$0.00		\$233.95
<i>Totals for Comcast:</i>					<u>\$652.50</u>	<u>\$0.00</u>		<u>\$652.50</u>
Contra Costa County Auditor-Controller								
Contra Costa County Auditor-Controller	12/15/2015	12/15/2015	AB1484 DDR	All Other Funds DDR Obligation	\$1,256,182.00	\$0.00		\$1,256,182.00

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
<i>Totals for Contra Costa County Auditor-Controller:</i>					\$1,256,182.00	\$0.00		\$1,256,182.00
Contra Costa County Sheriff - Forensic Svc Div (Lab)								
Contra Costa County Sheriff - Forensic S	12/15/2015	12/15/2015	CLPD-315	blood withdrawal services July-September 201	\$787.50	\$0.00		\$787.50
<i>Totals for Contra Costa County Sheriff - Forensic Svc Div (Lab):</i>					\$787.50	\$0.00		\$787.50
Contra Costa Topsoil								
Contra Costa Topsoil	12/15/2015	12/15/2015	119120	Sand	\$455.70	\$0.00		\$455.70
<i>Totals for Contra Costa Topsoil:</i>					\$455.70	\$0.00		\$455.70
Crime Scene Cleaners Inc.								
Crime Scene Cleaners Inc.	12/15/2015	12/15/2015	JCO15-5296	Patrol Car #1737	\$245.00	\$0.00		\$245.00
<i>Totals for Crime Scene Cleaners Inc.:</i>					\$245.00	\$0.00		\$245.00
Crop Production Svcs								
Crop Production Svcs	12/15/2015	12/15/2015	28719522	Order # 5694651	\$1,497.30	\$0.00		\$1,497.30
<i>Totals for Crop Production Svcs:</i>					\$1,497.30	\$0.00		\$1,497.30
Cropper Accountancy Corp								
Cropper Accountancy Corp	12/15/2015	12/15/2015	1091	time relating to the GANN limit agreed-upon p	\$500.00	\$0.00		\$500.00
<i>Totals for Cropper Accountancy Corp:</i>					\$500.00	\$0.00		\$500.00
Diablo View Cleaning								
Diablo View Cleaning	12/15/2015	12/15/2015	21514	Carpet Cleaning - City Hall	\$700.00	\$0.00		\$700.00
<i>Totals for Diablo View Cleaning:</i>					\$700.00	\$0.00		\$700.00
ECORP Consulting, Inc								
ECORP Consulting, Inc	12/15/2015	12/15/2015	76635	professional services for November 2015	\$2,292.65	\$0.00		\$2,292.65
<i>Totals for ECORP Consulting, Inc:</i>					\$2,292.65	\$0.00		\$2,292.65
Extreme Clean								
Extreme Clean	12/15/2015	12/15/2015	012649	EH Cleaning	\$800.00	\$0.00		\$800.00
<i>Totals for Extreme Clean:</i>					\$800.00	\$0.00		\$800.00
Globalstar LLC								
Globalstar LLC	12/15/2015	12/15/2015	1000000006939783	service 10/16/15-11/15/15	\$55.91	\$0.00		\$55.91
<i>Totals for Globalstar LLC:</i>					\$55.91	\$0.00		\$55.91
Hammons Supply Company								
Hammons Supply Company	12/15/2015	12/15/2015	91412	Library Supplies	\$174.22	\$0.00		\$174.22
Hammons Supply Company	12/15/2015	12/15/2015	91309	CCP Supplies	\$71.99	\$0.00		\$71.99
<i>Totals for Hammons Supply Company:</i>					\$246.21	\$0.00		\$246.21
Health Care Dental Trust								
Health Care Dental Trust	12/15/2015	12/15/2015	201269	Dental for January 2015	\$3,161.52	\$0.00		\$3,161.52
<i>Totals for Health Care Dental Trust:</i>					\$3,161.52	\$0.00		\$3,161.52

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
J&R Floor Services								
J&R Floor Services	12/15/2015	12/15/2015	eleven	November Billing	\$4,969.84	\$0.00		\$4,969.84
				<i>Totals for J&R Floor Services:</i>	<u>\$4,969.84</u>	<u>\$0.00</u>		<u>\$4,969.84</u>
LarryLogic Productions								
LarryLogic Productions	12/15/2015	12/15/2015	1545	city council meeting 12/1/15	\$250.00	\$0.00		\$250.00
				<i>Totals for LarryLogic Productions:</i>	<u>\$250.00</u>	<u>\$0.00</u>		<u>\$250.00</u>
Legal Defense Fund								
Legal Defense Fund	12/15/2015	12/15/2015	128209	Dues 10/1/15	\$10.00	\$0.00		\$10.00
				<i>Totals for Legal Defense Fund:</i>	<u>\$10.00</u>	<u>\$0.00</u>		<u>\$10.00</u>
Lexipol LLC								
Lexipol LLC	12/15/2015	12/15/2015	14981	LE Policy Update KMS	\$2,450.00	\$0.00		\$2,450.00
				<i>Totals for Lexipol LLC:</i>	<u>\$2,450.00</u>	<u>\$0.00</u>		<u>\$2,450.00</u>
Matrix Association Management								
Matrix Association Management	12/15/2015	12/15/2015	2393	Management services for December 2015	\$4,264.10	\$0.00		\$4,264.10
				<i>Totals for Matrix Association Management:</i>	<u>\$4,264.10</u>	<u>\$0.00</u>		<u>\$4,264.10</u>
MCK Services Inc								
MCK Services Inc	12/15/2015	12/15/2015	15-024RET	Final Payment	\$39,712.41	\$0.00		\$39,712.41
				<i>Totals for MCK Services Inc:</i>	<u>\$39,712.41</u>	<u>\$0.00</u>		<u>\$39,712.41</u>
Menard Consulting, Inc								
Menard Consulting, Inc	12/15/2015	12/15/2015	701	GASB 45 actuarial for FY 2016	\$1,500.00	\$0.00		\$1,500.00
				<i>Totals for Menard Consulting, Inc:</i>	<u>\$1,500.00</u>	<u>\$0.00</u>		<u>\$1,500.00</u>
Neopost (add postage)								
Neopost (add postage)	12/15/2015	12/15/2015	12/2/15	add postage	\$300.00	\$0.00		\$300.00
				<i>Totals for Neopost (add postage):</i>	<u>\$300.00</u>	<u>\$0.00</u>		<u>\$300.00</u>
Neopost Northwest								
Neopost Northwest	12/15/2015	12/15/2015	C5664644	Contract 1/7/16-2/6/16	\$158.20	\$0.00		\$158.20
				<i>Totals for Neopost Northwest:</i>	<u>\$158.20</u>	<u>\$0.00</u>		<u>\$158.20</u>
Pacific Telemanagement Svc								
Pacific Telemanagement Svc	12/15/2015	12/15/2015	798491	courtyard phone for December	\$73.00	\$0.00		\$73.00
				<i>Totals for Pacific Telemanagement Svc:</i>	<u>\$73.00</u>	<u>\$0.00</u>		<u>\$73.00</u>
PERMCO, Inc.								
PERMCO, Inc.	12/15/2015	12/15/2015	10493	General services 11/21/15-12/4/15	\$1,583.00	\$0.00		\$1,583.00
PERMCO, Inc.	12/15/2015	12/15/2015	10494	encroachment permit PG&E	\$20.75	\$0.00		\$20.75
PERMCO, Inc.	12/15/2015	12/15/2015	10495	encroachment permit AT&T	\$41.50	\$0.00		\$41.50
PERMCO, Inc.	12/15/2015	12/15/2015	10496	CAP Inspections 11/21/15-12/4/15	\$207.50	\$0.00		\$207.50
PERMCO, Inc.	12/15/2015	12/15/2015	10497	prepare worksheets for future project	\$1,811.25	\$0.00		\$1,811.25

City of Clayton Cash Requirements Report

Vendor Name	Due Date	Invoice Date	Invoice Number	Invoice Description	Invoice Balance	Potential Discount	Discount Expires On	Net Amount Due
<i>Totals for PERMCO, Inc.:</i>					\$3,664.00	\$0.00		\$3,664.00
Petersen-Dean, Inc								
Petersen-Dean, Inc	12/15/2015	12/15/2015	BP223-15	Deposit Refund for 10 Mt Shasta Dr	\$2,500.00	\$0.00		\$2,500.00
<i>Totals for Petersen-Dean, Inc:</i>					\$2,500.00	\$0.00		\$2,500.00
Professional Convergence Solutions, Inc								
Professional Convergence Solutions, Inc	12/15/2015	12/15/2015	PCS1006151	Repair phone system at Library	\$420.00	\$0.00		\$420.00
<i>Totals for Professional Convergence Solutions, Inc:</i>					\$420.00	\$0.00		\$420.00
Rex Lock & Safe, Inc.								
Rex Lock & Safe, Inc.	12/15/2015	12/15/2015	110495	Evidence Room	\$448.92	\$0.00		\$448.92
<i>Totals for Rex Lock & Safe, Inc.:</i>					\$448.92	\$0.00		\$448.92
Riso Products of Sacramento								
Riso Products of Sacramento	12/15/2015	12/15/2015	149737	Contract 11/18/15-12/17/15	\$100.10	\$0.00		\$100.10
<i>Totals for Riso Products of Sacramento:</i>					\$100.10	\$0.00		\$100.10
Roto-Rooter Sewer/Drain Service								
Roto-Rooter Sewer/Drain Service	12/15/2015	12/15/2015	K-1219-15	Work Order # C383092	\$284.75	\$0.00		\$284.75
Roto-Rooter Sewer/Drain Service	12/15/2015	12/15/2015	K-1614-15	Order # C384323	\$784.00	\$0.00		\$784.00
<i>Totals for Roto-Rooter Sewer/Drain Service:</i>					\$1,068.75	\$0.00		\$1,068.75
Schwaab, Inc								
Schwaab, Inc	12/15/2015	12/15/2015	A016737	Stamp for the Chief	\$48.01	\$0.00		\$48.01
<i>Totals for Schwaab, Inc:</i>					\$48.01	\$0.00		\$48.01
Sprint Comm (PD)								
Sprint Comm (PD)	12/15/2015	12/15/2015	703335311-168	service 10/26/15-11/25/15	\$271.55	\$0.00		\$271.55
<i>Totals for Sprint Comm (PD):</i>					\$271.55	\$0.00		\$271.55
Staples Advantage								
Staples Advantage	12/15/2015	12/15/2015	8037010051	supplies for November 2015	\$208.14	\$0.00		\$208.14
<i>Totals for Staples Advantage:</i>					\$208.14	\$0.00		\$208.14
US Bank (CM 9690)								
US Bank (CM 9690)	12/15/2015	12/15/2015	4146529	CCFD 1990 1 Spec Tax Refunding 1997	\$715.00	\$0.00		\$715.00
<i>Totals for US Bank (CM 9690):</i>					\$715.00	\$0.00		\$715.00
Jennifer Weiss								
Jennifer Weiss	12/15/2015	12/15/2015	27409	De[posit refund for Hoyer Hall 10/3/15	\$200.00	\$0.00		\$200.00
<i>Totals for Jennifer Weiss:</i>					\$200.00	\$0.00		\$200.00
Western Sierra								
Western Sierra	12/15/2015	12/15/2015	10/6/15	Deposit refund - C&D 50 Mountaire P1	\$2,000.00	\$0.00		\$2,000.00
<i>Totals for Western Sierra:</i>					\$2,000.00	\$0.00		\$2,000.00

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>
Wild, Carey & Fife								
Wild, Carey & Fife	12/15/2015	12/15/2015	12112015	Deposit refund for civil subpoena	\$290.00	\$0.00		\$290.00
				<i>Totals for Wild, Carey & Fife:</i>	\$290.00	\$0.00		\$290.00
Amin Zafari								
Amin Zafari	12/15/2015	12/15/2015	27445	deposit refund for City Hall Conf Room	\$100.00	\$0.00		\$100.00
				<i>Totals for Amin Zafari:</i>	\$100.00	\$0.00		\$100.00
GRAND TOTALS:					\$1,364,098.36	\$0.00		\$1,364,098.36

WEEK 50 BATCH 8554 34 PAYS
0 Employees With Overflow Statement
0 Overflow Statement 1 Total Statement
Tot Cks/Vchrs:00000000034 Tot Docs in all:00000000037
First No. Last No. Total
Checks: ADPCHECK ADPCHECK 00000000004
Vouchers: 00000500001 00000500030 00000000030

Earnings Statement

Z7L TOTAL DOCUMENT
CITY OF CLAYTON
LOCATION 0001

CHECK STUFFING, RECONCILIATION

85908.46 GROSS
62053.84 NET PAY (INCLUDING ALL DEPOSITS)
10460.89 FEDERAL TAX
150.94 SOCIAL SECURITY
1188.48 MEDICARE
42.69 MEDICARE SURTAX
.00 SUI TAX
3490.33 STATE TAX
.00 LOCAL TAX
68525.25 DEDUCTIONS
2049.88 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: 12-15-2015

Agenda Item: 3c

Approved: 
Gary A. Napper
City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JANET BROWN, CITY CLERK

DATE: DECEMBER 15, 2015

SUBJECT: Confirm Mayoral Reappointment of Peggie Howell to the Board of Trustees Contra Costa Mosquito and Vector Control District as Clayton's representative for the term January 1, 2016 to January 1, 2018.

RECOMMENDATION

By minute motion confirm Mayor Geller's reappointment of Peggie Howell to the serve as the City of Clayton representative on the Board of Trustees of the Contra Costa Mosquito and Vector Control District.

BACKGROUND

Staff received a verbal notification from the Contra Costa Mosquito & Vector Control District that the term of Clayton Trustee Peggie Howell will expire on January 1, 2016.

Staff contracted Peggie Howell to confirm her continued interest in serving on the Board of Trustees for the Contra Costa Mosquito and Vector Control District. Peggie has been attending the board meetings regularly and is also serving on the Budget Committee. A trap in Clayton is even installed on the fence in her backyard (facing open space).

The next Mosquito and Vector Control Board meeting is scheduled for January 2016.

FISCAL IMPACT

None.

Janet Brown

From: dpstheory <dpstheory@comcast.net>
Sent: Monday, November 16, 2015 1:15 PM
To: cityclerk@ci.clayton.ca.us
Subject: RE: Trustee Reappointment for the Mosquito & Vector Control District

Yes. I would like to continue. Thank you. Peggie

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Janet Brown <cityclerk@ci.clayton.ca.us>
Date: 11/16/2015 11:44 AM (GMT-08:00)
To: dpstheory@comcast.net
Subject: RE: Trustee Reappointment for the Mosquito & Vector Control District

Hi Peggie!

I can't believe that it has been two years!

Just wanted to check in with you if you would like to continue a two year term (January 2018) as the trustee appointment for the Mosquito & Vector Control District?

Thank you!

Janet Brown

City Clerk/HR Manager

City of Clayton

6000 Heritage Trail

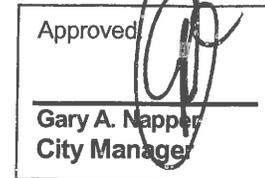
Clayton, CA 94517

(925) 673-7304



Agenda Date: 12-15-2015

Agenda Item: 8a



AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: CITY MANAGER
DATE: 15 DECEMBER 2015
SUBJECT: DETERMINATION OF COUNCIL COMMITTEE ASSIGNMENTS

RECOMMENDATION

It is recommended the City Council determine its Council ad-hoc and committee assignments for the ensuing year of 2016.

BACKGROUND

In addition to its primary role as elected officials of the City of Clayton, members of the City Council hold a variety of ad-hoc and committee assignments that involve the direct participation of its members in a host of local and regional issues and intergovernmental organizations. Pursuant to its adopted *Council Guidelines and Procedures*, the Mayor assigns the Council ad-hoc and committee appointments annually each December. It further presents an opportunity to review the established committees and determine continued relevance, need to create new ones or abolish existing ones. In making the assignments, the Mayor is encouraged to seek individual input from members of the City Council regarding appointment preferences.

Attached is the current list of City Council sub-committees and associated assignments during 2015. The list has been updated (*in red font*) to reflect the elections made at the Council Reorganization Meeting held on December 1 relative to the chair and vice chair of the Oakhurst Geological Hazard Abatement District (GHAD). The Clayton Financing Authority (CFA) chair and vice chair are automatically filled by the mayor and vice mayor of the City, respectively, per its By-Laws.

Also attached are the pertinent pages from the *Council Guidelines and Procedures* referencing Council ad-hoc and committee assignments.

Attachments: City Council Committee Assignments – 2015 [2 pp.]
Council Guidelines and Procedures [2 pp.]

CITY COUNCIL ASSIGNMENTS STANDING/AD-HOC COMMITTEES

CITY OF CLAYTON 2015

Association of Bay Area Governments (ABAG)	Julie Pierce Alternate: David Shuey
Budget/Audit Committee	Howard Geller; Keith Haydon
Citizens Corps Council (CERT)	Jim Diaz
Clayton Financing Authority [CFA]* *[offices automatically go to Mayor & Vice Mayor, per Bylaws]	President – Howard Geller Vice President – Jim Diaz
Contra Costa Water District [CCWD] Liaison	Howard Geller
Central Contra Costa Transit Authority [CCCTA]	Gregg Manning Alternate: Jim Diaz
“Do The Right Thing” Program	David Shuey
Downtown Activities Committee	Howard Geller, Jim Diaz
East Bay Division - League of California Cities	Jim Diaz Alternate: Howard Geller
East Contra Costa County Habitat Conservancy	Keith Haydon Alternate: Howard Geller
Economic Development Committee	Julie Pierce, David Shuey Alternate: Howard Geller

Endeavor Hall Marketing Committee

Howard Geller, Jim Diaz

Garbage & Recycling Committee

Keith Haydon, David Shuey

Interview Committees:

a. Planning Commission applicants

City Council

b. Trails and Landscaping Committee applicants

Vice Mayor
David Shuey

Library Foundation Liaison

Jim Diaz
Alternate: Howard Geller
2nd Alternate: David Shuey

Mayors' Conference – Contra Costa County

Mayor & Council

Mt. Diablo School District Liaison Committee

Julie Pierce, David Shuey
Alternate: Howard Geller

Oakhurst Geological Hazard Abatement District [GHAD]

Chair – **Keith Haydon**
Vice Chair – **Jim Diaz**

Trails and Landscaping Committee (TLC) Liaison

Vice Mayor
Alternate: Keith Haydon

TRANSPAC

Julie Pierce
Alternate: Keith Haydon

“Unsung Heroes” Program Committee

Howard Geller; David Shuey

* * * * *

Revised: *01 December 2015*
Original Adoption: 17 December 2004

- ~~4. Council Members exhibit care and respect for each other as persons.~~
5. Council Members promote care and respect for each other's point of view. Each Member has a right to be heard.
6. Opinions are expressed honestly, openly, civilly and with integrity.
7. Humor is an important tool.
- ~~8. Traditions are respected but not always binding.~~

➔ C. COUNCIL INTERACTION AND COMMUNICATION

1. The Mayor makes Council sub-committee appointments annually in December; the Mayor is encouraged to seek input from Council regarding appointment preferences.
2. Members will take seriously the responsibility of reporting to Council on sub-committees and other regional, state and national board/agency/group activities in which they are involved.
3. Each Council Member has the responsibility to initiate resolution of problems as soon as possible.
4. Members shall recall and abide by the Brown Act when giving information to each other outside of public meetings.
5. Cheap shots at each other are not allowed by Members during public meetings, in the media, or at any other time.
6. Relationships are informal, but Council Members need to be aware of impact on and perception of the public.
7. Council Members will be flexible in covering Council responsibilities for each other.
8. Council Sub-Committees.
 - a. Sub-committee areas belong to the Council as a whole; they are not seen as territorial.
 - b. Sub-committees shall keep the rest of the Council fully informed. The rest of the Council is responsible for letting a sub-committee know if they want more information or to give input.
 - c. Before sub-committees start moving in new directions, they will obtain direction from the rest of the Council.

- d. Sub-committee reports will be made under "Council Reports" at Council meetings, when appropriate.
- e. Sub-committee memos will be sent on an interim basis to update other Council Members on:
 - 1). Issues being discussed.
 - 2). Options being considered.
 - 3). Progress.
- f. Appropriate reports will also be included in the City Manager's "Weekly Report".
- g. Council may contact Department Heads or the City Manager to be briefed on any sub-committee work.
- h. Council shall review the performance of citizen committees no less frequently than every six months.
- i. Sub-committees are task oriented with scheduled dates of completion.

~~D. COUNCIL INTERACTION AND COMMUNICATION WITH STAFF~~

~~1. City Manager.~~

- ~~a. Council Members should always feel free to communicate with the City Manager.~~
- ~~b. When a Council Member is unhappy about the performance of a Department, he/she should discuss this with the City Manager, not any other employee [the City Manager will inform the Mayor of any serious violations of this norm].~~
- ~~c. Concerns about the performance of Department Heads must be taken to the City Manager and/or Mayor first for resolution through proper channels.~~
- ~~d. In passing along critical information, the City Manager will inform all Council Members.~~
- ~~e. Council will provide ongoing feedback, information and perceptions to the City Manager, including some response to the "Weekly Report".~~
- ~~f. Council will page the City Manager if there is an emergency and he/she cannot be reached by phone.~~



Agenda Date: 12-15-2015

Agenda Item: 8b

Approved: 
Gary A. Napper
City Manager

AGENDA REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CITY MANAGER

DATE: 15 DECEMBER 2015

SUBJECT: CONSIDER CANCELLATION OF THE JANUARY 5, 2016 COUNCIL MEETING

RECOMMENDATION

It is recommended the City Council provide policy direction concerning its collective desire to cancel its upcoming regular public meeting to be held on Tuesday, 05 January 2016, and if so, adopt a motion to officially cancel that meeting.

BACKGROUND

Section 2.04.010 of the *Clayton Municipal Code* specifies that regular meetings of the Clayton City Council shall be held on the first and third Tuesdays of each and every month. Application of this Code section to the upcoming 2016 calendar means the first City Council meeting in January 2016 will fall on Tuesday, January 5th following a long New Year's weekend (City Hall will be closed December 28th through Friday, January 1st).

In the past, City holidays bunched with extended weekends has caused interest in the possible cancellation of the first January monthly meeting due to related time-honored holiday events, family celebrations and/or out-of-town travel plans over the holiday season.

Complicating the preparation of the Council Agenda Packet for a January 5th is the fact Clayton City Hall will be closed, as noted above, for the entire week before the New Year's holiday weekend. This lengthy closure is due to the combination of two (2) recognized City holidays (Friday, Christmas Day and Friday, New Year's Day) plus five (5) business days of City Hall closed with employees voluntarily agreeing to use personal paid leave on December 24th and December 28th - 31st). This set of facts means staff preparation of any January 5th Council Agenda Packet must be produced and released by Wednesday, December 23rd.

POTENTIAL JANUARY 5th AGENDA ITEMS

In consideration of this recommendation staff examined its tracking list of potential items scheduled for placement on the January 5th City Council meeting. At this time the only matter tracking for or requiring City Council attention is its receipt and acceptance of the Clayton Financing Authority's (CFA) Annual Report for the 2015 activities. According to the By-Laws of the CFA, its Annual Report for the preceding year is to be submitted and approved on the same date as the Clayton City Council's first regular meeting in January of each year. Therefore, should the City Council not hold its first regular meeting in January 2016 until January 19th, the CPA Annual Report is considered compliant action at that meeting. Conversely, the City Council acting as the Board of Directors of the CFA could meet on January 5th to handle that sole item, should it so direct.

In order to provide optimum notice of meeting cancellation to interested members of the public and to our community as well as to arrange scheduling of agenda matters for the January 19th City Council meeting, this subject has been placed on the Agenda for discussion and direction purposes. The action of canceling one or more regularly-scheduled public meetings is a matter to be taken in open public session by the City Council.

FISCAL IMPACT

There is no direct financial impact to the City for cancellation of City Council meetings, except nominal savings for expenses incurred in the preparation, publication and holding of a Council meeting (e.g. staff time, paper and copying expenses, meeting room utilities, contractor video taping of the meeting for cable television replay). City Hall and its operations will reopen with normal business hours on Monday, January 4th.

If necessity or an emergency arises between canceled meetings, a special Council meeting may always be called by the Mayor with proper notice to members of the City Council, the press, and with fully-required public postings of the Agenda.

Attachment: 1. Calendar Months of December 2015 and January 2016 (2 pp.)

December 2015

December 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 City Council Meeting	16	17	18	19
20	21	22 Planning Commission Meeting	23	24 City Hall Closed (Employees' Choice)	25 HOLIDAY Christmas Day (City Hall Closed)	26
27	28 City Hall Closed (Employees' Choice)	29 City Hall Closed (Employees' Choice)	30 City Hall Closed (Employees' Choice)	31 City Hall Closed (Employees' Choice)	Notes: City Hall employees voluntarily using accrued paid leave time on "Employees' Choice" days.	

January 2016

January 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 HOLIDAY New Year's Day (City Hall Closed)	2
3	4	5 City Council Meeting	6	7	8	9
10	11	12 Planning Commission Meeting	13	14	15	16
17	18 HOLIDAY Martin Luther King, Jr. Day (City Hall Closed)	19 City Council Meeting	20	21	22	23
24	25	26 Planning Commission Meeting	27	28	29	30
31	Notes:					